

**Private Employment Agents Act 2005**  
**Private Employment Agents (Code of Conduct) Regulation 2005**

**Information Statement for Work Seekers**  
**(Other than Models and Performers)**

Your relationship with a private employment agent is regulated by a number of Commonwealth and State laws, in particular the *Private Employment Agents Act 2005* and the *Private Employment Agents (Code of Conduct) Regulation 2005* (the Code).

Prior to providing you with placement and employment services, we are obliged as a private employment agent, to provide you, as a work seeker, with the following information:

- **We must not charge you a fee for finding, or attempting to find work for you in contravention of section 408D of the *Industrial Relations Act 1999*.**
- **We and our employees have a working knowledge of State and Commonwealth legislation affecting the placement and employment of work seekers.**
- **We will ensure that all placements are made in accordance with any relevant legislative requirements.**
- **If you believe that your agent has acted illegally, inappropriately or in a false or misleading way, you may obtain information about action that may be taken from the Department of Industrial Relations, GPO Box 69 Brisbane Q. 4001, Phone: (07) 3225 2069.**

I, \_\_\_\_\_  
(Name)

of \_\_\_\_\_  
(Address)

acknowledge receiving and reading a copy of this "Information Statement for Work Seekers".

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Department of Industrial Relations recommends that this document be retained on file by the private employment agent and that a copy is given to the work seeker.

(Details of Agent giving this Information Statement)

Agent's Name: Lochinvar Personnel Pty Ltd t/a Windsor Recruitment

Agent's Address: Level 8, 400 Queen St, Brisbane QLD 4000

Agent's Telephone Number: 07 3211 0001