

## Terms and Conditions

### **EEO Policy**

Skybridge is an equal opportunity employer and aims to ensure that fair, equitable and non-discriminatory consideration is given to all applicants. All selection, promotion and other employment related decisions will be based on the principle of merit and job-related characteristics only.

### **Privacy Statement**

Privacy Statement: Skybridge will use all reasonable efforts to ensure that the information you provide to us remains private and take all reasonable steps to protect your personal information from misuse, loss or unauthorised access, modification or disclosure. We collect, use and disclose your personal information for the purpose of assessing your employment application and suitability for employment with Skybridge, or as required or authorised by law, or to do something that one would reasonably expect us to do using the information; and where you otherwise provide your consent, whether express or implied. You may request access to your personal information held by Skybridge by contacting Human Resources on **+61 (0) 3 9330-3922**.

By advancing your application / expression of interest, you consent to Skybridge obtaining all necessary personal information (including references, credit probity, health information and sensitive information such as your police record) about you in order to assess your application and suitability for employment. You also consent to Skybridge providing and discussing your personal information (including credit probity, health information and sensitive information) with third parties you authorise us to contact for the purposes of advancing your application. Please note that third party recipients of personal information may have their own privacy policies and we are not responsible for their actions, including the handling of personal information.

By accepting these terms and conditions, you agree Skybridge may retain your personal information (including your CV/Resume) on file, to inform you of other positions you may be interested in applying for in the future.

### **Declaration**

I hereby certify that the facts set forth in within my Resume/Curriculum Vitae are true and complete to the best of my knowledge. I understand than any incorrect or misleading information will void this application / expression of interest in a role with Skybridge and if employed, could be cause for summary dismissal. I authorise Skybridge and its appointed Agents to investigate, in confidence, any information deemed necessary in connection to this application / expression of interest. I acknowledge that this is a precondition of employment and that if I knowingly provide any answers and statements that are untrue or incorrect this may result in my not being offered employment or me being summarily dismissed.

I understand that part of the application procedure may involve personal information checks (including references, credit probity, health information and sensitive information) and I hereby irrevocably authorise the collection, use and disclosure of the results of these to Skybridge.

I understand that should an employment offer be extended to me and accepted, that as a condition of employment I will be asked to fully adhere to the policies, rules and regulations of employment of Skybridge, copies of which will be provided to me upon commencement.