



EMPLOYER RECRUITMENT MEMBERSHIP

Your recruitment team, *ready.*

Welcome, membership, recruitment and employer on boarding pack.

THE DITCH CAREERS

Operated by The Ditch Collective Pty Ltd

INSIDE THIS PACK

Everything you need to get started.

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CLIENT-FACING BRAND

The Ditch Careers

Legal Entity: The Ditch Collective Pty Ltd

WELCOME

Thank you for choosing The Ditch Careers.

We are excited to become your recruitment partner.

The Ditch Careers is a recruiter-led service. We are not a job board and we are not a marketplace. You brief us on the role and what right looks like for your business. Our recruiters go to market, search our talent pool, headhunt directly, vet candidates and deliver a focused shortlist.

Your membership gives you an ongoing recruitment team for one predictable monthly investment. It is designed to help you plan ahead, build a stronger talent pipeline and hire without the usual scramble or surprise placement invoices.

Inside this pack you will find your membership inclusions, recruitment process, fees, guarantee, vacancy and employer forms, membership terms and recurring payment authority.

**Laura Young**

Director

The Ditch Careers

Phone 0448 176 400

Email: hello@theditchcareers.com.au**YOUR NEXT STEP**

Please review the forms and Terms & Conditions in this pack. If you're happy to proceed, print and sign the required pages, then return them to us.

Alternatively, scan the QR code on page 24 to complete everything online.

COMPANY PROFILE

Recruitment, done differently.

The Ditch Careers places people into jobs across Australia - local talent and relocation-ready candidates from New Zealand and the United Kingdom.



WE FIND

01

Advertising, talent-pool search and direct headhunting.

WE VET

02

Workrights, experience, credentials and references.

WE PLACE

03

A hand-picked shortlist matched to your brief and culture.

The Ditch Careers is the trading and client-facing recruitment brand. Recruitment agreements, invoices and payment authorities are issued by The Ditch Collective Pty Ltd.

MEMBERSHIP GUIDE

Recruitment should not be reactive.

Build a talent pipeline, plan ahead and work with recruiters who understand your business.

THE DITCH CAREERS MEMBERSHIP

Launch

\$995

+ GST / month

GST inclusive: \$1,094.50

For boutique agencies and businesses with occasional recruitment needs.

INCLUDED**Up to 2 successful placements per year**

- Dedicated recruitment consultant
- Job advertising and candidate sourcing
- Resume screening and initial interviews
- Reference checking and interview coordination
- Salary benchmarking
- Quarterly recruitment planning session

Every membership includes a 3-month replacement guarantee.

Monthly billing. Cancel in accordance with the cancellation policy.

THE DITCH CAREERS MEMBERSHIP

Growth

\$2,495

+ GST / month

GST inclusive: \$2,744.50

For growing businesses that recruit consistently throughout the year.

INCLUDED**Up to 5 successful placements per year**

- Everything included in Launch
- Priority candidate sourcing and advertising
- Monthly recruitment strategy meeting
- Talent pooling and pipeline management
- Employer branding support
- Dedicated account manager

Every membership includes a 3-month replacement guarantee.

Monthly billing. Cancel in accordance with the cancellation policy.

THE DITCH CAREERS MEMBERSHIP

Enterprise

\$4,995

+ GST / month

GST inclusive: \$5,494.50

Our complete recruitment partnership for businesses experiencing significant growth.

INCLUDED**Up to 10 successful placements per year**

- Everything included in Growth
- Executive and confidential search
- Multiple vacancies managed simultaneously
- Quarterly business reviews and forecasting
- Leadership recruitment and EVP consultation
- Dedicated senior recruitment consultant

Every membership includes a 3-month replacement guarantee.

Monthly billing. Cancel in accordance with the cancellation policy.

RECRUITMENT SERVICES

How The Ditch Careers supports your hiring.

PERMANENT

Full-time hires across trades, hospitality, healthcare, professional services and more.

CONTRACT + SEASONAL

Short-term and seasonal staffing with work rights checked before presentation.

RELOCATION-READY

Candidates from New Zealand and the UK who are prepared to move to Australia.

EXECUTIVE SEARCH

Targeted, confidential leadership search included in Enterprise membership.

TALENT PIPELINING

Build a pool of future-fit candidates before a vacancy becomes urgent.

EMPLOYER BRANDING

Clarify your story, offer and candidate experience to improve hiring outcomes.

ONE-OFF RECRUITMENT IS ALSO AVAILABLE

Fees are agreed in writing before the search begins.

RECRUITMENT PROCESS

One brief. Four clear steps.

01

BRIEF US

Role, must-haves, salary, start date, culture and what success looks like.

02

WE GO TO MARKET

Targeted LinkedIn and Seek campaigns, talent-pool search and direct headhunting.

03

WE VET

Recruiter interview, Australian work rights, credentials and reference checks.

04

YOU HIRE

Review a hand-picked shortlist, interview, select and make your offer.

WE ARE AT MARKET WITHIN 24-48 HOURS OF AN APPROVED BRIEF.

WHAT REACHES YOU

A shortlist. Not a CV pile.

Each candidate is presented only after a recruiter has spoken with them about your role, business and salary.

● COMPLETE PROFILE

Structured work history, skills, qualifications and licences.

● WORK RIGHTS

Australian pathway checked before the candidate is presented.

● REFERENCES + CHECKS

Referees, credentials and police checks where required.

● GENUINE INTEREST

The candidate is briefed and has confirmed interest in the role.

YOUR TEAM ONLY SEES PEOPLE WE WOULD RECOMMEND.

Quality over quantity, always.

FEE SCHEDULE

Clear fees. No surprises.

MEMBERSHIP	EX GST	GST	INC GST
Launch	\$995.00	\$99.50	\$1,094.50
Growth	\$2,495.00	\$249.50	\$2,744.50
Enterprise	\$4,995.00	\$499.50	\$5,494.50

Membership fees are billed monthly.

ONE-OFF PLACEMENT

Fee basis ☐ % of first-year base remuneration ☐ Fixed fee

Agreed fee / percentage

ADDITIONAL MEMBER PLACEMENTS

If the included placement allowance is exceeded, an additional member rate will be quoted and agreed in writing before recruitment begins.

Agreed additional placement rate

REPLACEMENT GUARANTEE

A hire should have staying power.

Every Ditch Careers membership includes a 3-month replacement guarantee from the candidate commencement date.

IF A PLACEMENT LEAVES WITHIN 3 MONTHS

Tell us promptly. Subject to the conditions below, we will run one replacement search for the same or substantially similar role without an additional placement fee.

THE GUARANTEE APPLIES WHEN

- All membership invoices are paid and the membership remains active.
- You notify us within 5 business days of the employment ending.
- The role, salary, location and core requirements remain materially the same.
- The candidate leaves voluntarily or employment ends for documented performance or conduct reasons.

THE GUARANTEE DOES NOT APPLY TO

- Redundancy, restructure, role removal or a material change to the position.
- Unsafe, unlawful or materially misleading workplace or role information.
- Changes to pay, hours, location, reporting line or agreed conditions after acceptance.
- A candidate rejected by you and later hired, or a replacement hired without our involvement.

The guarantee is a replacement service, not a cash refund, except where required by law.

VACANCY REQUEST FORM

Tell us who you need.

Complete one form per vacancy. Attach a position description if available.

Business name

Role title

Number of hires

Target start date

Employment type

☐ Permanent

☐ Fixed-term

☐ Contract

☐ Casual

☐ Seasonal

Work location(s)

Work arrangement

☐ On-site

☐ Hybrid

☐ Remote

Salary / hourly range

Super / bonus / benefits

Reports to

Team size

Reason for hiring

Role purpose and key responsibilities

VACANCY REQUEST FORM

The person behind the CV.

Help us understand the experience, personality and practical requirements that will make this hire work.

Non-negotiable experience and skills

Nice-to-have experience and skills

Required qualifications / licences

Australian work rights

☐ Must already hold ☐ NZ candidate eligible ☐ UK candidate eligible ☐ Sponsorship considered

Team culture and preferred working style

Interview stages

Decision-maker(s)

Application / interview deadline

Priority

Confidential search?

☐ Yes ☐ No

Hiring contact name

VACANCY REQUEST FORM

Contact phone / email

OPERATED BY THE DITCH COLLECTIVE PTY LTD

EMPLOYER INFORMATION FORM

Your business, at a glance.

This information helps us represent your business accurately and deliver a better candidate experience.

Legal entity name

Trading name

ABN / ACN

Industry

Registered address

Primary work location(s)

Website

Approx. team size

What your business does

Why people choose to work with you

Primary contact

Position

Email

Phone

EMPLOYER INFORMATION FORM

Hiring and accounts setup.

Complete the operational details below so recruitment, invoicing and communication run smoothly.

Accounts contact

Accounts email

Purchase order required?

Invoice reference

Pay cycle

Standard probation period

Common pre-employment checks

☐

References

☐

Police

☐

Medical

☐

Licences

☐

Qualification

☐

Right to work

Employee benefits, flexibility and development opportunities

Interview availability, preferred times and panel members

Candidate information authority

We will use the information in this form to deliver recruitment services. Candidate personal information must be handled confidentially and only for assessing employment with your business.

☐

I confirm that I am authorised to provide this information and will ensure candidate information is accessed only by people involved in the hiring decision.

Authorised name

Position

Signature

Date

TERMS & CONDITIONS

The agreement behind the partnership.

These plain-language terms set out how the membership, recruitment process, payments, candidate introductions, privacy and replacement guarantee work.

IMPORTANT

The commercial details completed in this pack form part of the agreement. Both parties should read the full terms before signing. The client may ask questions or propose changes before acceptance.

The Ditch Collective Pty Ltd trading as The Ditch Careers

MEMBERSHIP TERMS & CONDITIONS

Plain-language business terms

Version 1.0 / August 2026

1. Parties and brand

These Terms are between The Ditch Collective Pty Ltd (we, us or our), trading as The Ditch Careers, and the business identified in the Employer Information Form (Client). The Ditch Careers is the client-facing recruitment brand. The Ditch Collective Pty Ltd is the contracting and invoicing entity.

2. Agreement documents

The agreement consists of the selected Membership Guide, Fee Schedule, these Terms, the completed Employer Information Form, any approved Vacancy Request Form and the Recurring Payment Authorisation. If documents conflict, a written variation signed by both parties prevails, followed by the Fee Schedule, these Terms and the forms.

3. Commencement and membership

Membership starts on the agreed commencement date. It continues month to month until cancelled under clause 16. Placement allowances apply while membership is active and reset on each 12-month anniversary of commencement. Unused placements do not carry forward or convert to a refund or credit unless agreed in writing.

4. Recruitment services

We will take a role brief, source and approach candidates, advertise where appropriate, screen and interview candidates, assess work rights and coordinate the recruitment process. The exact search strategy is determined by our recruiters after considering the role, market and Client instructions.

5. Client responsibilities

The Client must provide accurate role, salary, workplace and business information; identify all decision-makers; respond within a reasonable time; conduct lawful interviews and employment practices; keep candidate information confidential; tell us about direct contact with introduced candidates; and pay amounts when due.

6. Vacancy approval

Recruitment begins when we accept a sufficiently complete brief. We may decline or pause a search where the role is unlawful, unsafe, misleading, outside our capability, materially changes during the search, or where required information or payment is outstanding.

7. Candidate presentation

A candidate is introduced when we provide their name, profile, CV or other identifying information, or arrange contact. Candidate information is confidential and may be used only to assess that candidate for employment or engagement with the Client.

8. Placement and allowance

A successful placement occurs when an introduced candidate accepts an offer or starts work with the Client or a related entity, whether as an employee, contractor, consultant or through another arrangement. The placement counts against the active membership allowance. If no allowance remains, the additional member rate agreed in writing applies.

These terms should be reviewed with the completed commercial details before signing.

MEMBERSHIP TERMS & CONDITIONS

Plain-language business terms

Version 1.0 / August 2026

9. Prior knowledge and candidate ownership

If the Client already knew a candidate, it must notify us in writing within 2 business days of introduction and provide reasonable evidence of an active recruitment process with that candidate. Otherwise the introduction is treated as ours. If an introduced candidate is engaged within 12 months of introduction, the placement provisions apply.

10. Fees and GST

Membership fees are the amounts in the Fee Schedule and are exclusive of GST unless stated otherwise. GST is added as required by law. One-off and additional placement fees must be agreed in writing before the relevant search starts. The Client must pay valid invoices by the stated due date.

11. Recurring payments

The Client authorises recurring charges through Stripe under the completed Payment Authorisation. The first payment is processed on commencement unless agreed otherwise. Ongoing membership payments are charged on the 28th of each month. If that day is unavailable, processing may occur on the next business day.

12. Failed or overdue payments

If a payment fails, Stripe may retry it and we may contact the Client. We may pause advertising, candidate introductions, interviews and active recruitment while an amount remains overdue. We will restore services within a reasonable time after the account is brought up to date.

13. Replacement guarantee

The 3-month replacement guarantee is governed by the Replacement Guarantee page in this pack. It provides one replacement search for the same or substantially similar role. It is not a cash refund, except where required by law. The guarantee is available only while the Client has complied with the agreement and all due amounts are paid.

14. Checks and hiring decision

We use reasonable care when screening, checking references, credentials and work rights. Information may depend on candidates, referees, authorities and third parties. The Client remains responsible for its final hiring decision, role-specific checks, employment contract, workplace compliance and ongoing management.

15. Privacy and confidentiality

Each party must protect confidential information and use personal information only for the recruitment purpose for which it was provided. The Client must limit candidate information to personnel involved in hiring and securely delete it when no longer required. Each party must comply with applicable privacy law and promptly notify the other of a relevant data incident.

16. Cancellation

The Client may cancel membership by written notice to accounts@theditchcollective.co.nz no later than the 1st day of the month. If notice is received after the 1st, the following month's membership payment still applies. Cancelling the Stripe authority alone does not cancel membership. Accrued fees and obligations relating to previous candidate introductions continue.

These terms should be reviewed with the completed commercial details before signing.

MEMBERSHIP TERMS & CONDITIONS

Plain-language business terms

Version 1.0 / August 2026

17. Suspension and termination

Either party may terminate for a material breach that is not fixed within 10 business days after written notice. We may suspend or terminate immediately for unlawful conduct, misuse of candidate information, serious safety concerns, insolvency or repeated payment failure. Termination does not affect rights and amounts already accrued.

18. No guaranteed outcome

We will provide recruitment services with due care and skill but cannot guarantee that a candidate will accept an offer, start, remain employed or meet every expectation. Market timing, candidate availability and hiring outcomes depend on factors outside our control.

19. Liability

Nothing in this agreement excludes rights or guarantees that cannot legally be excluded. To the extent permitted by law, neither party is liable to the other for indirect or consequential loss. Our aggregate liability arising from the services is limited to the fees paid by the Client in the 6 months before the event, except for fraud, wilful misconduct, confidentiality or privacy breach, or liability that cannot be limited by law.

20. Changes

Any change to fees, services or these Terms must be notified in writing. A change will apply from the stated date and will not retrospectively alter accrued rights. If a material change disadvantages the Client, the Client may cancel before it takes effect without an additional cancellation fee.

21. Disputes

A party raising a dispute must provide written details. Senior representatives will first meet in good faith to try to resolve it. If unresolved after 10 business days, either party may propose mediation before starting court proceedings, except where urgent relief is required.

22. General

The agreement is governed by the laws of Victoria, Australia. Neither party may assign the agreement without the other party's written consent, not to be unreasonably withheld. If part of the agreement is invalid, the remainder continues. Electronic signatures and counterparts are permitted. Notices may be sent to the contacts recorded in this pack.

These terms should be reviewed with the completed commercial details before signing.

RECURRING PAYMENT AUTHORISATION

Payment authority.

Thank you for joining The Ditch Careers Recruitment Membership. This form authorises The Ditch Collective Pty Ltd, trading as The Ditch Careers, to process recurring membership payments through Stripe.

BUSINESS DETAILS

Business name

Trading name (if applicable)

ABN

Contact person

Position

Email

Phone

MEMBERSHIP DETAILS

Please select your membership.

☐ Launch Membership

\$1,094.50 inc GST

☐ Growth Membership

\$2,744.50 inc GST

☐ Enterprise Membership

\$5,494.50 inc GST

Agreed monthly membership fee (including GST)

Membership commencement date

___ / ___ / ___

RECURRING PAYMENT AUTHORISATION

Authorisation and declaration.

Complete and sign this page after reviewing the Membership Terms & Conditions and Cancellation Policy.

PAYMENT AUTHORISATION

I authorise The Ditch Collective Pty Ltd, trading as The Ditch Careers, to charge my nominated payment method through Stripe for my monthly Recruitment Membership. Payments are charged on the 28th of each month. If that date falls on a weekend or public holiday, processing may occur on the next available business day.

FAILED PAYMENTS

Stripe may retry a failed payment. The Ditch Careers may contact me regarding the balance and may pause recruitment activity, candidate introductions and active services until the account is brought up to date.

CANCELLATION

Cancelling this payment authority does not automatically cancel membership. Written cancellation must be sent to accounts@theditchcollective.co.nz by the 1st day of the month. If received after the 1st, the following month's payment still applies.

PRIVACY

Stripe processes payment information securely. The Ditch Careers and The Ditch Collective Pty Ltd do not receive, retain or store full card or bank-account details.

DECLARATION

- ☐ I am authorised to enter this agreement for the business.
- ☐ I authorise recurring monthly payments through Stripe.
- ☐ I understand payments are processed on the 28th of each month.
- ☐ I have read and agree to the Membership Terms, guarantee and cancellation policy.

CLIENT AUTHORISED REPRESENTATIVE

Name

Position

Signature / Date

THE DITCH COLLECTIVE PTY LTD

Name **Laura Young**

Position **Director**

Signature / Date



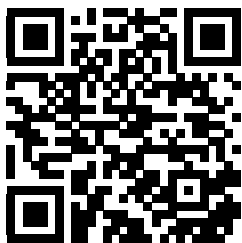
YOU ARE READY

Let us build your team.

We will go find them.

Return the completed forms to our team and we will confirm your membership, payment setup and first recruitment planning call.

Or Sign up Here by scanning the QR Code



hello@theditchcareers.com.au
accounts@theditchcollective.co.nz

theditchcareers.com.au