



Level 3, 179 Queen Street
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RECRUITMENT

TEMPORARY STAFF

HR CONSULTING

TRAINING

Wages will not be paid unless a timesheet has been signed by the client and forwarded to us before 9.00am Monday Morning

TEMP EMPLOYEE NAME:

OUR JOB ORDER No:

POSITION HELD:

WEEK ENDING: / / (Sunday)

Date	Start Time	Finish Time	Less Lunch	Total Hours	OFFICE USE ONLY			
					TX 1	TX 1½	TX 2	Allow.
M								
T								
W								
T								
F								
S								
S								
TOTAL HOURS WORKED:								

(please circle) Assignment continuing next week? YES / NO

Do we have your bank details? YES / NO

TERMS AND CONDITIONS

Direct re-employment by the Client of a Shave Human Resources' Temporary on a permanent or temporary basis, within 12 months of completion of assignment, will incur placement fees as per Shave Human Resources Rate Schedule.

During the period of the assignment, the temporary employee is at all times under the care and supervision of the client in regard to hours worked, safety regulations and the manner in which the work is performed.

Invoices are issued on a weekly basis, according to time sheets signed and authorised by the client. Settlement is requested within 7 days, as invoices are for salaries already paid.

CLIENT DETAILS:

Contact Name: Title:

Company: Dept:

Address: Phone:

..... Fax:

Contact Signature: _____