

chadwick

p e r s o n n e l

PLEASE RETURN TIMESHEET BY FAX BY 3:00PM FRIDAY

Company Name:

Employee Name:

Position:

Week ending:

Date	Start	Finish	Breaks	Regular Hours	Overtime Hours	Total hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Returning?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Total hours (less breaks)			

**CLIENT: I hereby certify that the hours stated above are correct and that the work was performed satisfactorily.
I have read and accept the Terms and Conditions extract set out below.**

Authorised: _____ Date: _____

Name: _____ Position: _____

EXTRACT FROM CHADWICK PERSONNEL STANDARD TERMS AND CONDITIONS OF BUSINESS

1. The employment of any employee introduced by Chadwick Personnel shall be deemed an acceptance of our standard terms and conditions of business.
2. All fees and salary are payable to Chadwick Personnel within seven days of invoice date.
3. Payment of Public Holidays is governed by the relevant award pertaining to this employee.
4. In compliance with Award decisions, existing rates are subject to change without notice.
5. Overtime rates apply under provision of applicable Government award.
6. No warranties of any description are given on the introduction of personnel and no liability can be accepted by Chadwick Personnel for any failure of any employee introduced by Chadwick Personnel.
7. Should the temporary employee be employed in any capacity within a period of six (6) months from closing of temporary employment as a result of introduction by Chadwick Personnel, a full permanent placement fee is payable to Chadwick Personnel in accordance with the standard scale of fees for the placement of permanent staff applicable at the time of engagement.

NB: If the temporary employee works more than 8 hours per day or more than 38 hours per week, additional hours will be charged at applicable overtime rates, in accordance with the relevant Award.

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