

Candidate Name _____

Client Company _____

Week Ending _____

Hours to be rounded to nearest ¼ hour per day.

DAY	DATE	START	FINISH	LUNCH	TOTAL	Office Use Only Normal Hours	Office Use Only Overtime Hours
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
TOTAL HOURS							

Employee Certification: I have worked the above hours and no injuries were sustained.

Temporary Candidates Signature _____

Client Authorisation: The above candidate's work has been performed in a satisfactory manner, the above hours worked are correct and the client company will hereby accept the invoice for chargeable hours.

Client's Signature _____

Client's Name & Title _____

National Employment Standards and Modern Awards are applicable from January 2010

Note: The maximum hours to be worked per day are 7.6hrs (an average of 38 hours per week) after which over time rates under the relevant award apply.

Employees who work for a period exceeding 5 hrs on any one day are required to take a meal break of at least 30 minutes but not more than 60 minutes.

A minimum of 4 hours must be paid/ charged per day worked.

If a Client employs a Candidate within 18 months of being introduced by Norwest Recruitment, or within 18 months of completion of a temporary assignment a standard placement fee will be charged. No guarantee period will apply.

By signing this Timesheet, it is deemed that you accept our Terms and Conditions of business.

PLEASE FAX TO 9634 5499 BY CLOSE OF BUSINESS FRIDAY

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