

EMPLOYEE NAME: _____ (Please print)

I hereby certify that the hours shown hereon were worked by me during the week ending designated, and were certified by an authorised representative of the Client. I confirm that no injuries were sustained by me during my employment throughout this time.

EMPLOYEE SIGNATURE: _____

Day	Date/	Time In	Time Out	Less Lunch Period	Total Hours	Client Approval Initial	Notes
Mon							
Tues							
Wed							
Thurs							
Fri							
Sat							
Sun							
						Total Hours	

CLIENT APPROVAL:- Please cross out any days not worked by the employee. Approval includes verification of hours worked and acceptance of terms and conditions on reverse.

Name of Business: _____

Name of Authorising Person signing: _____

Signature of Approval: _____

FOR OFFICE USE ONLY

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Normal Time								
Time & Half								
Double Time								

Terms and conditions

- All Salaries/Charges include Income Tax deductions, Superannuation, Payroll Tax, Work Cover Insurances, Industry Allowances and all Administration costs.
- All Dove Recruitment employees assigned to your company/organisation must be paid the minimum engagement period applicable (as per relevant award) regardless that the employee may have worked less hours.
- Dove Recruitment employees assigned to your company/organisation shall work under and be entitled to the conditions as specified in the relevant Award.
- Should you wish to offer full-time employment to any Dove Recruitment employee assigned to your company/organisation, a placement fee will apply in addition to any fees payable for the services of the employee. An Administration Fee as stated in the signed Terms of Business, applies at all times regardless of the hours achieved.
- Acceptance of the services of our temporary staff will be deemed acceptance of our terms and conditions.
- Clients shall not entrust Dove Recruitment employees with an unattended premises, cash, negotiable or other valuables, or authorize such employees to operate machinery or motor vehicles without prior written permission from Dove Recruitment in each instance.
- Dove Recruitment insurance does not cover loss or damage caused by Dove Recruitment employees operating client owned or leased motor vehicle(s), and the client, therefore, accepts full responsibility for claims including the defence thereof, involving bodily injury, property damage, fire, collision, cargo damage or public liability damage sustained or incurred as a result of a Dove Recruitment employee driving such vehicles, or arising out of, or involving violation by client of paragraph 6.
- At no time will Dove Recruitment be responsible for any loss or damage caused by a Dove Recruitment casual employee during their employment. Please note that it is a condition of this contract that whilst a Dove Recruitment Casual Employee is under your direction, control and supervision that employee shall remain covered by this disclaimer.
- The client acknowledges that we are not performing the services required of our employees or independent contractors; but are instead the supplier of our employees and independent contractors, at the client's request, to perform the work that it has requested. From the time that our employees or independent contractors report to the client for their duties they are under the care, control and supervision of the client for the duration of the assignment. In these circumstances, the client agrees we will not be liable to the client in respect of any damage, loss or injury of whatsoever nature or kind, however caused, whether by our negligence or the negligence of one of our workers, their servants or agents or otherwise, which may be suffered or incurred, whether directly or indirectly, in respect of the services under these conditions of assignment.
- Invoices are sent on a weekly basis and are payable within Seven (7) Days. 10% GST is applicable on all invoices and invoices will clearly show a separate GST amount. As invoices are for payment of wages it is essential that they are kept within the 7 day trading period or per previous arrangement. Should an Invoice **NOT** be paid within 7 days from Date of Invoice, there will be an Administration Charge applied to the invoice, equivalent to 2% of the Total Invoice Charge including GST.