

Temporary's Name

Client Name

Week Ending

Client Contact

Assignment Continuing     Assignment Completed

----- OFFICE USE ONLY -----

DAY	DATE	START TIME 15 MIN UNITS	FINISH TIME 15 MIN UNITS	LESS BREAKS	TOTAL HOURS	NORMAL	X1.5	X2.0
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
<b>TOTAL</b>								

**Client Authorisation** I agree that the hours shown are correct and I agree to the terms and conditions as stated below

Temporary's Signature

Clients Signature

**Please return signed timesheet to this office no later than close of business Friday. Email: temps@bakerpersonnel.com.au**

Date \_\_\_\_\_

**TERMS AND CONDITIONS APPLYING TO HIRE OF TEMPORARY EMPLOYEES**

**1. ACCEPTANCE OF TERMS & CONDITIONS**

The engagement of a Baker Personnel Temporary employee shall be deemed acceptance of the Terms & Conditions applying to the provision of services by Baker Personnel.

**2. MINIMUM HIRE PERIOD**

The minimum period of hire of Baker Personnel Temporary employees is four (4) hours per day.

**3. CONDITIONS OF PAYMENT**

The Client agrees to pay Baker Personnel's fees at the rates specified to them verbally or in writing, including but not limited to any additional changes agreed between Baker Personnel and the Client. The Client agrees to pay Baker Personnel within seven (7) days of presentation of its invoice being rendered.

The Baker Personnel Temporary employees timesheet (above) is to accurately record all hours worked. Once completed it is to be signed by the Temporary employee, and countersigned by the Client. The timesheet is to be emailed to Baker Personnel by close of business Friday of each week.

**4. OCCUPATIONAL SAFETY & HEALTH**

The Client agrees to provide the Baker Personnel Temporary employee with an induction on commencement of assignment and when transferred to a new area.

**5. CLIENT'S OBLIGATIONS AND LIABILITIES**

The Client agrees to provide clear instruction, management and appropriate working conditions to all Baker Personnel Temporary employees. The Client agrees to comply with all State and Commonwealth laws and Occupational Safety & Health relating to the engagement of Temporary employees.

The Client agrees that Baker Personnel does not accept any responsibility or liability for the acts or omissions of its Temporary employees, howsoever caused or arising and whether deliberate or accidental.

If within twelve (12) months of completion of a Temporary assignment a Baker Personnel Temporary employee is made a Permanent employee by on behalf of the Client, or for the benefit of the Client, a subsidiary or a related entity, the Client agrees to pay Baker Personnel at the rate provided in Baker Personnel's **Terms of Business and Permanent Placement Fees.**

If within twelve (12) months of completion of a Temporary assignment a Baker Personnel Temporary employee is invited back by or on behalf of the Client, or for the benefit of the Client, a subsidiary or related entity, the Client agrees to pay Baker Personnel at the rates specified to them verbally or in writing.

**5. BAKER PERSONNEL OBLIGATIONS AND LIABILITIES**

Baker Personnel is committed to service excellence. It agrees to use its best endeavours to place Temporary employees who possess all necessary skills and qualifications required to satisfy the job description based on the Client's request.

If however, in the opinion of a Client, a Temporary employee is not suitable for the assignment, Baker Personnel will use its best endeavours to replace the Temporary employee as soon as possible provided Baker Personnel are notified within the first four (4) hours of commencement of the assignment.

**6. VARIATION OF AGREEMENT**

The Client agrees to accept these Terms & Conditions, subject to any amendments that are agreed between the parties, provided such amendment of these conditions is in writing and signed by both parties.