

EMPLOYEE:	
COMPANY:	
SITE:	

Staff Rite

RECRUITMENT

"The right choice"

ABN: 73 623 726 488

TEL: 08 9249 1255 FAX: 08 9249 7555
Unit 2A, 22 Commerce Street Malaga WA 6090

ROUND TOTAL DAILY HOURS TO NEAREST QUARTER OF AN HOUR											
DAY	DATE	START	FINISH	BREAK	TOTAL	SHIFT	NORM	T1/2	T2	T21/2	JOB ALL #
MON											
TUES											
WED											
THUR											
FRI											
SAT											
SUN											
TOTAL											

PAYMENT CANNOT BE MADE WITHOUT TIMESHEET SIGNED BY THE CLIENT

We certify that the above hours including overtime are correct. Verification of this timesheet by way of signature signifies acceptance of the Terms of Business of StaffRite Recruitment. It is always pleasing when our Field Team members secure permanent employment or ongoing casual work after being introduced by StaffRite Recruitment to our clients. Where an offer of permanent or casual employment is made within 6 months of introduction to our client's organisation, the normal charge rates or permanent placement fee will apply unless prior arrangements have been made. Please contact StaffRite Recruitment should you wish to re-engage any member of our Field Team. Should you directly employ as temporary staff any current or former member of our Field Team within 180 days of their last assignment then a daily service fee shall be charged for each day so employed.

PLEASE FAX BY NO LATER THAN 1PM MONDAY

	Fair	Good	Above Average	Excellent
PUNCTUALITY				
KNOWLEDGE				
ATTITUDE				

WEEK ENDING SUNDAY / /

CONTINUING NEXT WEEK (PLS CIRCLE) YES / NO

EMPLOYEE SIGNATURE: _____

CLIENT SUPERVISOR NAME: _____

CLIENT SUPERVISOR SIGNATURE _____

POSITION _____

PURCHASE ORDER NO: _____

StaffRite Recruitment Pty Ltd – Terms of Business for Temporary / Casual Staff

1. These terms of business are between StaffRite Recruitment Pty Ltd (The Company) and its Client.
2. At the Client's request, the Company will hire to the Client personnel with appropriate skills on the terms set out in the agreement.
3. When the Client wishes to hire temporary personnel it will request the Company to supply them. It will specify each of the following:
 - a. the number of personnel required.
 - b. The level of skills and training required of the personnel
 - c. The date and time when each of the personnel is to commence work.
 - d. The Site at which each of the personnel is to commence work.
 - e. An estimate of the length of time each of the personnel will be hired for.
 - f. The type of work to be undertaken by each of the personnel.
4. The Company must hire temporary personnel to the Client in accordance with the Client's specifications as outlined in paragraph 3 above.
5. The Company endeavours to ensure that the services of any person supplied to the Client are satisfactory however if within the first 4 hours of the contract engagement the Client feels that the employee's services fail to meet reasonable standard the charge for the period shall not be payable provided that the Client has both dispensed with the employees services and notified the Company of such dismissal within the first 4 hours that the employee began to render services.
6. Invoices will be presented weekly by the company to the client. Payment is due within 7 days of receipt of invoice. The client is reminded that by signing the timesheet of the relevant employee's of the company the client authorises the company to make payment for hours shown in the total box thereon and thereby accepts authority for the company to charge the client for the hours noted. Any alterations must be informed within 24 hours of notification. After that period the client is bound to pay the hours of notification. There is a 4 hour minimum charge rate per day. **Payments can be made directly to our bank account Staffrite Recruitment Pty Ltd, St.George Bank, BSB – 332-002, A/C 552 801 594.**
7. Charge rates are reviewed by the Company at monthly intervals.
8. Client Obligations:

The client acknowledges that the Company is not performing the services required of our employees; but are instead the supplier of our employees, at the client's request, to perform the work that it has requested. From the time that our employees report to the client for their duties they are under the care, control and supervision of the client for the duration of the assignment.
9. In these circumstances, the client agrees that the Company will not be liable to the client in respect of any damage, loss or injury or whatsoever nature or kind, however caused, whether by our negligence or the negligence of one of the Company's employees, which may be suffered or incurred, whether directly or indirectly, in respect of the services provided under these terms and conditions.
10. The Company assumes responsibility for payment of wages, deductions and payment of all statutory contributions applicable to its employees as required by law. The Client must not make any payments directly to personnel supplied by the Company.
11. All casual employees supplied are under the clients control and supervision and the client is responsible for adequately ensuring all employees supplied by the company against all employers liabilities and third party risks arising during or relating to the supply of contract workers to the client.
12. StaffRite Recruitment Pty Ltd reserves the right to vary the general terms and conditioned at any time by giving thirty (30) days prior notice in writing to the customer, unless otherwise stated.
13. The relationship between the client and the Company is one of principal and independent contractor. Nothing in this agreement make the Company an employee, agent, joint venturer, partner or legal representative of the Client.
14. The personnel supplied by the Company remain employees of the Company at all times and for all purposes.
15. There is no relationship of employer-employee between the Client and the personnel supplied by the Company.

OCCUPATIONAL HEALTH AND SAFETY

1. The client agrees that they will provide a safe work environment for the StaffRite Recruitment Pty Ltd "on-hired" workers to enable them to carry out their duties in a safe and efficient manner.

This is to include:

- (a) A site specific and job specific induction prior to the commencement of work.
 - (b) Providing StaffRite Recruitment Pty Ltd "on-hired" workers with appropriate information, instructions and training to enable them to carry out their work safely; and
 - (c) Adequate supervision and directs consistent with the risks to safety and health when assigned to the client.
2. The client agrees to make their work site available for inspection by our Injury Management Officer at any time if for any reason we have reason to believe the situation has changed or we have reason to believe the safety and health of our people maybe at risk.

The client agrees to notify StaffRite Recruitment Pty Ltd if there is to be any fundamental change in the original scope of duties prior to the change of the job.

The hire of a member of the company's workforce supplied by the Company under contract for services (the contractor) shall be deemed acceptable to the agreement to these terms and conditions.