

Timesheet

Timesheets must be received by Asset Recruitment Ltd by 5pm Friday.

Company Name:

Reporting To:

Classification

I hereby certify that the hours shown were worked by me on this assignment. I also agree to treat all work performed by me on this assignment as strictly confidential at all times, and no information gained during the course of this assignment will be communicated to any third party.

Name of Temp:

Temp Signature:

Week Ending Date:

Continuing☐

Completed☐

Terminate☐

Were there any H&S incidents?

☐ Yes☐ No

Day	Date	From	To	Less Lunch	Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
				Total Hours	

Requests:

Client Agreement

I hereby certify that these hours are correct and that I acknowledge the following conditions:

All Temporary Staff are employees of Asset Recruitment Ltd. There is a fee payable in accordance with Asset Recruitment Ltd's schedule of charges for Permanent or Temporary Staff (as appropriate) should your company/ you or any other person or organisation (where the introduction to that person/organisation arose out of or was made as a result of an Assignment or otherwise), employ the Temporary on a permanent, temporary or part-time basis (including an independent service contract with the Temporary) within six (6) months of the termination of the Assignment or (where appropriate) the most recent referral whether such employment is initiated by the Temporary, the Client or any other person or organisation.

Has the temporary employee been inducted?

☐ Yes☐ No

Client Signature:

Date:

/

/