



# CAREERS UNLIMITED

Phone: 6257 8299

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PTY LTD  
ABN 17 075 304 737

NAME..... PH..... (W)

WEEK ENDING.....20.....

Date	Day	Time Started	Time Finished	Less Lunch	Regular Hours	Overtime Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
<b>Total Hours for the Week (to the nearest 15 minutes)</b>						

### Employee Certification

I confirm that I have worked the above hours and no injuries were sustained. I understand that I will not be paid wages unless this time sheet has been signed by both the client and the employee.

Employee's Signature:..... Date: .....

Client/Company:.....

### Client Authorisation

Please sign this form in verification that the hours stated are correct and the work was completed in a satisfactory manner. It is understood that the temporary staff supplied by Careers Unlimited are in accordance with their terms and conditions of business.

Client's Signature:..... Date: .....

Print Name: .....

# CAREERS UNLIMITED

## Terms and Conditions of Business

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1. These Terms and Conditions of Business are in respect of a contract between Careers Unlimited Pty Ltd, "Careers Unlimited" and "the Client", for provision of services of a "Temporary Employee".
  2. The appointment of a Temporary Employee by the Client constitutes acceptance of these terms and conditions.
  3. Bookings for our Temporary Employees are for a minimum of four hours. In the event that the Temporary Employee is employed for less than four (4) hours, the minimum billing of four (4) hours will apply.
  4. Temporary Employees are paid weekly our settlement terms, therefore, are **strictly 7 days**.
  5. Invoices are produced weekly, based on actual hours worked, as per a duly signed time sheet. Meal breaks are not included. Any other agreed recoverable expenses will be shown as separate items on the invoice. The agreed hourly rate includes salary, annual leave, sick leave, group tax, superannuation, workers' compensation, payroll tax and any other State or Federal charges.
  6. Careers Unlimited guarantees that should the Temporary Employee prove to be unsuitable to the Client's needs and the Client notifies Careers Unlimited of this within four (4) hours of the commencement of a seven (7) hour assignment, that a replacement will be provided and no charge will be made for the first Temporary Employee. Notice must be received within two (2) hours of commencement for bookings of less than seven (7) hours for this guarantee to be validated.
  7. During the period of the assignment the Temporary Employee will be under the direction and control of the Client. Whilst the utmost care is taken to ensure the suitability of the Temporary Employee, Careers Unlimited can not be responsible for any acts, errors or omissions howsoever occurring and in no way accepts liability for any loss, damage or expense arising from the Temporary Employee's activities. The Client should ensure the appropriate procedures and controls are in place and that suitable security and insurance cover is taken.
  8. Should a Temporary Employee be offered a permanent, part time or temporary position either during the period of the assignment or the six month period following completion of the assignment, a permanent placement fee will be payable by the Client in accordance with the standard rates of Careers Unlimited. If the Client refers details of the Temporary Employee to any other person or entity and this results in the offer of a position to the Temporary Employee, either permanent, part time or temporary, then the Client will be liable for the standard placement fee as if they had made the offer of a position themselves.
- Please contact your Careers Unlimited Consultant if any of these terms and conditions are unclear.
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