

CHERYL CRAIG CAREERS

1100 Burloak Drive, Suite 300
Burlington, ON. L7L 6B2

...Just a call away

Phone: (905) 332-1600

Fax: (905) 332-7993

NAME _____
PLEASE PRINT CLEARLY FULL NAME

SIGNATURE _____

WEEK ENDING MO. ____ /DAY ____ /YR. ____ (SUN.MIDNIGHT)

REPORT ALL TIME TO NEAREST 1/4 HOUR

	START	FINISH	HOURS WORKED	DEDUCT LUNCH	TOTAL DAILY HOURS
MON.					
TUES.					
WED.					
THURS.					
FRI.					
SAT.					
SUN.					
PLEASE CHECK	<input type="checkbox"/> ASSIGNMENT COMPLETED <input type="checkbox"/> ASSIGNMENT CONTINUING		TOTAL REGULAR HOURS ▶		
			TOTAL OVERTIME HOURS ▶		

THE TOTAL NUMBER OF HOURS REPORTED ABOVE IS CERTIFIED TO BE CORRECT. 4 HOUR MIN. PER PERSON PER DAY. OVERTIME IS PAID AND CHARGED AT TIME AND A HALF AFTER 44 HOURS WORKED IN A WEEK.

CUSTOMER'S NAME _____

ADDRESS _____

SUPERVISOR'S SIGNATURE _____

WHITE COPY - FAX TO CCC & KEEP FOR PERSONAL RECORDS
CANARY COPY - TO THE CUSTOMER

email: info@cherylcraigcareers.com

Signatures indicate agreement with all Terms and Conditions printed on both sides of Time Sheet.

TERMS AND CONDITIONS

CLIENT AGREES:

1. IT SHALL HAVE DIRECT CONTROL AND SUPERVISION OF EMPLOYEE(S) WHILE ON THE JOB SITE AND SHALL COMPLY WITH ALL LAWS APPLICABLE TO LABOUR, WORKPLACE SAFETY AND HEALTH.
2. THE EMPLOYEE SHALL NOT WORK UNSUPERVISED, SHALL NOT HAVE CARE AND CONTROL OF CASH, NEGOTIABLE INSTRUMENTS, VALUABLES, ETC., AND SHALL NOT HAVE ACCESS TO CONFIDENTIAL INFORMATION AND COMPUTER CODES.
3. SIGNATURE OF ITS AUTHORIZED PERSONNEL ON TIME SHEET(S) WILL CONFIRM HOURS WORKED BY THE EMPLOYEE(S).
4. THE CLIENT WILL NOT HIRE, INTERFERE WITH THE EMPLOYEE/EMPLOYER RELATIONSHIP BETWEEN THE EMPLOYEE AND CCC, INCLUDING SOLICITING THE EMPLOYEE(S) TO JOIN ITS WORKFORCE WITHOUT CCC'S PRIOR CONSENT.
5. THE CLIENT WILL NOT SOLICIT THE EMPLOYEE(S) TO JOIN ANOTHER TEMPORARY HELP AGENCY OR PERSONNEL SERVICE.

CCC'S EMPLOYEE AGREES:

1. THE HOURS SUBMITTED ARE VALID AND CORRECT.
2. HE/SHE SHALL NOT SOLICIT OR ACCEPT OFFER(S) OF EMPLOYMENT FROM THE CLIENT WITHOUT CCC'S CONSENT.
3. HE/SHE ACKNOWLEDGES THAT CCC'S CLIENT HAS DIRECT CONTROL AND SUPERVISION OF HIS/HER EMPLOYMENT, WHILE DIRECTED ON THE JOB SITE, THE EMPLOYEE(S) SHALL NOT USE INTERNET SERVICES FOR NON-CLIENT BUSINESS AND/OR ILLEGAL ACTIVITY.