



SJC Recruitment Ltd. Web Time Sheet

SJC Office: _____

Temp Name: _____

Job Title: _____

Week Ending: _____

Please Note: Timesheets must be returned to the offices of SJC Recruitment no later than 12.00 midday every Monday

BATH Tel 01225 335500 • Fax 01225 335540
BRISTOL Tel 01454 629723 • Fax 01454 629724
SWINDON Tel 01793 526644 • Fax 01793 501681
READING Tel 0845 063 4300 • Fax 01225 335540

Company Name		Purchase Order No.		
_____		_____		
Day	Start	Finish	Total Less Breaks (Figures)	Total (Words)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
AUTHORISED SIGNATORY		TOTAL LESS BREAKS		

I have read, understood and agreed with the terms and conditions outlined on the back of the time sheet (web time sheet – page 2) **Please Tick Box**

Please note that if the box is not ticked and the web time sheet is submitted this may result in a delay in payment to the temp worker.

I hereby certify that the above information is correct and the services rendered by the above name were satisfactory. Authorised signatory is deemed to have accepted hours payable as those that will be invoiced for.

Client Signature _____ Name _____ Position _____ Date _____

DISTRIBUTION: WHITE COPY - SJC RECRUITMENT • YELLOW COPY - TEMP • PINK COPY - CLIENT

If your wish to post your time sheet: SJC Recruitment office addresses can be found on our website: www.sjcrecruitment.com

PERMANENT STAFF

1. Our fee for the introduction of permanent staff is the current percentage of annual salary. Your invoice will be subject to V.A.T at the standard rate.
2. All fees are payable on commencement of employment.
3. We preselect suitable qualified and/or experienced applicants in accordance with the clients needs.
4. The client shall notify SJC Recruitment immediately an applicant introduced by us is engaged and pay the fee due.
5. The introductions by our company are confidential and are made individually to the client. The client therefore, is responsible for our fees if applicants are introduced by our client to other employers.
6. Whilst we make every effort to assess the integrity of applicants, employers should satisfy themselves on these matters as we cannot be held responsible for loss, damage or delay.

TEMPORARY STAFF

1. The client is asked to satisfy himself as to the suitability of the temporary worker, within the first four hours of work, as within this period, if the temporary worker is found to be unsuitable, no charge for these four hours will be made.
2. The worker supplied to the hirer is employed under a contract for service through the agency.
3. All temporaries are thoroughly interviewed and tested.
4. In all possible cases we take up references before we supply the temporary worker to a client.
5. The client shall be responsible to pay the agency for the actual hours worked to a client.
6. Charges are invoiced weekly and payable upon receipt of invoice, since the greater part of our charges are in respect of wages which the agency has already paid.
7. The engagement by the client of a temporary worker, whether for a indefinite period on a permanent or temporary basis, will mean that the client becomes liable to pay an introduction fee as described under 'Permanent Staff'.
8. The supervision direction and control of a temporary worker assigned to a client is the responsibility of the client for the duration of the booking.
9. We always endeavour to maintain high standards in the temporary staff we supply. However, by reason of the human element involved, we cannot accept liability for any loss, expense, damage or delay resultant from the use of temporary staff.