



1. All Salaries, Income Tax deductions, Superannuation, Payroll Tax and Workcover insurance are covered by Dove Personnel & Labour Hire.
2. All Dove Personnel & Labour Hire employees assigned to your company/organisation must be paid the minimum engagement period required by the applicable Award, regardless that the employee may have worked less hours.
3. All Dove Personnel & Labour Hire employees assigned to your company/organisation shall work under and be entitled to the conditions as specified in the relevant Award or Agreement conditions currently covered at the worksite.
4. Should you wish to offer full-time employment to any Dove Personnel & Labour Hire employee assigned to your company/organisation, a placement fee will apply in addition to any fees payable for the services of the employee.
5. Acceptance of the services of our Temporary Staff will be deemed acceptance of our terms and conditions.
6. The client shall not entrust Dove Personnel & Labour Hire employees with unattended premises, cash, negotiable or other valuables, or authorize such employees to operate machinery or motor vehicles without prior written permission from Dove Personnel & Labour Hire in each instance.
7. Dove Personnel & Labour Hire insurance does not cover loss or damage caused by Dove Personnel & Labour Hire employees operating client owned or leased motor vehicle(s), and the client, therefore, accepts full responsibility for claims including the defense thereof, involving bodily injury, property damage, fire, collision, cargo damage or public liability damage sustained or incurred as a result of a Dove Personnel & Labour Hire employee driving such vehicles, or arising out of, or involving violation by client of paragraph 6.
8. At no time will Dove Personnel & Labour Hire be responsible for any loss or damage caused by a Dove Personnel & Labour Hire casual employee during their employment. Please note that it is a condition of this contract that whilst a Dove Personnel & Labour Hire Casual Employee is under your direction, control and supervision that employee shall remain covered by this disclaimer.
9. The client acknowledges that we are not performing the services required of our employees or independent contractors, but are instead the supplier of our employees and independent contractors, at the client's request, to perform the work that it has requested. From the time that our employees or independent contractors report to the client for their duties, they are under the care, control and supervision of the client for the duration of the assignment. In these circumstances, the client agrees Dove Personnel & Labour Hire will not be liable to the client in respect of any damage, loss or injury of whatsoever nature or kind, however cause, whether by our negligence or the negligence of one of our workers, their servants or agents or indirectly, in respect of the services under these conditions or assignment.



p.o. box 920 maroochydore 4558
p. 1300 00 3683 fx. 07 5443 1847

Client	Supervisor Name
Client address	Supervisor Phone No.

I hereby certify that the hours shown hereon were worked by me during the week ending designated, and were certified by an authorised representative of the Client.

Employee Name (Please print)				Employee Signature			
Day	Date/Mth/Yr	Time in	Time out	Less Lunch Period	Total Hours	Client Approval Initial	Comment
Mon							
Tue							
Wed							
Thu							
Fri							
Sat							
Sun							
<input type="checkbox"/> Day <input type="checkbox"/> Afternoon <input type="checkbox"/> Night						Total Hours	

CLIENT APPROVAL

Cross out any days not worked by employee. Approval includes verification of hours worked and acceptance of terms and conditions on reverse.

X

Job Classification:

FOR OFFICE USE ONLY								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Normal Time								
Time & half								
Double Time								