

CRAIGcareers

Phone 905.315.3157 | Fax 905.332.3007 Email info@craigcareers.ca
1100 Burloak Drive, Suite 300-25, Burlington, ON L7L 6B2

Name: _____

Please print full name clearly

Signature: _____

Week Ending MO.____/DAY____/YR.____(Sun.Midnight)

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

The total number of hours reported is certified to be correct. 4 hours minimum 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: _____

Fax or E-mail a copy to CC. Keep a copy for personal and customer records.

Signatures indicate agreement with all Terms and Conditions on TimeSheet

#1942049 Ontario Inc.

Terms and Conditions

Client Agrees:

1. It shall have direct control and supervision of employee(s) while directed to be on the job site and shall comply with all laws applicable to labour, workplace safety and health.
2. The Employee shall not work unsupervised and 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 on time sheet(s) will confirm hours worked by the employee(s) and shall only be made by a person authorized to do so by the client.
4. The Client will not hire, interfere with the employee/employer relationship between the employee and CC, including soliciting the employee(s) to join it's workforce without prior CC's consent.

5. The Client will not solicit the employee(s) to join another temporary help agency or personnel service.

Craig Career'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 CC's consent.
3. Acknowledging that CC's Client has direct control and supervision of his/her employment, while directed to be on the job site, the Employee(s) shall not use internet services for non-client business and/or illegal activity.

#1942049 Ontario Inc.