

PERSONNEL UNLIMITED

PO Box 538, Frankston

Phone: 9783-6100

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CLIENT / COMPANY: CHISHOLM INSTITUTE OF TAFE - STUDENT SUPPORT SERVICES

Campus:

Berwick Cranbourne Dandenong Frankston Rosebud

NAME OF STUDENT:

SPECIFIED TASK: NOTE-TAKER PARTICIPATION ASSISTANT

EMPLOYEE:

WEEK ENDING:

| DAY | Date | Start Time | Finish Time | Less Breaks | Total Hours | Attendance |
|--|------|------------|-------------|-------------|-------------|------------|
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |
| Sunday | | | | | | |
| TOTAL HOURS WORKED (to nearest ¼ hour) | | | | | | |

Attendance Key:

FC - Attended Full Class AL - Arrived Late LE - Left Early A - Was Absent

COMMENTS: _____

EMPLOYEE CERTIFICATION: I have worked the above hours and no injuries were sustained.

EMPLOYEE SIGNATURE _____

AUTHORIZATION SIGNATURE: _____

(Student to sign to verify hours)

Teacher or Disability Officer Signature is acceptable

The time sheet is to be signed by both the employee and either student, teacher or Disability Officer and reach the office of Personnel Unlimited via either fax, post or email by 10.00 am the following Monday.

Note: Wages will not be paid without a time sheet signed by both the employee and either the student, teacher or Disability Officer to verify hours worked.

TERMS AND CONDITIONS

Every effort is made by Personnel Unlimited to ensure the highest standards of integrity within our Temporary employees. However, no responsibility can be accepted by Personnel Unlimited for any loss or damage arising from Temporary staff placements.

PERSONNEL UNLIMITED OFFICE USE ONLY

| | HOURS | RATE | SUB TOTAL | TOTAL | INVOICE NO |
|----------|-------|------|-----------|-------|------------|
| CHARGE | | | | | |
| N-Taker | | | | | |
| P-Assist | | | | | |
| SALARY | | | | | |
| N-Taker | | | | | |
| P-Assist | | | | | |