

# select

the right people  
for the job

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Purchase Order No:
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Temporary Employee Name:
Week ending:
Return to: PO Box 418 Dunedin
Or
Fax: 03 477 5672

Date	Start	Finish	Less Meal Time	Total Hours Worked	Comments – i.e. allowances/overtime
MON					
TUES					
WED					
THURS					
FRI					
SAT					
SUN					

<b>SERVICE CONDITIONS</b>	TOTAL HOURS FOR WEEK	Please show time to the nearest hour: e.g. ¼, ½, ¾
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The engagement of our Temporary Staff services division is for a fixed period of employment. Should you either during the assignment, at the end of the assignment, or within 6 months of completion of the last temporary assignment, if you wish to engage the Candidate in either a fixed term, part time, casual or permanent basis, a placement fee will be incurred.

Client's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Visit our website: [www.select.co.nz](http://www.select.co.nz)**

NB: Timesheets must be received by Select Recruitment before **10.00am on Monday** or payment will not be processed until the following pay run.  
Any timesheets that are not signed by a supervisor will not be processed until you have returned a signed copy.

**Please ensure your timesheets are completed separately for different client/companies that you may work for in the same week.**

Timesheets to be provided to Select Recruitment by:

1. Faxing it to (03) 477 5672
2. Emailing it to [info@select.co.nz](mailto:info@select.co.nz)
3. Dropping it to Select Recruitment office ( if after hours, place in a named envelope and put it under the door)

**Select Recruitment Office Hours:** Monday to Friday 8.30am to 4.30pm.

Please advise Select Recruitment if you require more timesheets or go onto our website for the electronic copy [www.select.co.nz](http://www.select.co.nz). Hours at work, e.g. if on leave of any kind – must be recorded as 'on leave' as opposed to hours worked that day.

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