

Career Resources

EMPLOYMENT SERVICES

A Division of Personnel 2000, Inc.

FOR WEEK ENDING (Saturday) _____ / _____ / _____

Office: 650-474-9675
 Fax: 650-474-9688
 497 Seaport Court, Suite 102
 Redwood City, California 94063
 www.career-resources.com

DATE	DAY	START	END	LUNCH	Total Time	
					Hours	Minutes
	SUN					
	MON					
	TUES					
	WED					
	THURS					
	FRI					
	SAT					
TOTAL TIME						

Employee Signature: _____

Employee Print Name: _____

Employee signature certifies that all document time is correct, no injuries were suffered, and duties were performed in accordance with guidelines on the reverse side of this form and a copy of the timecard has been obtained for the employees records.

CUSTOMER AGREEMENT

THIS CONTRACT BETWEEN C.R. AND ITS CUSTOMER (IT INCLUDES CAREER RESOURCES TERMS AND CONDITIONS HEAD BEFORE SIGNING

The individual signing this time card is an authorized representative of the client, company and hereby certifies that the hours worked as indicated on the time card are true and correct and that the work was performed in a satisfactory manner.

We (the client) understand that the temporary help supplied by Career Resources is the result of substantial expense of the part of Career Resources in terms of time and money spent for the advertising, screening, testing and training of its personnel. Therefore, in consideration for this service, we agree that if an employee named herein is employed by us, our associates or affiliates (including but not limited to as a salaried employee or as an independent contractor, or is working on our premises but is employed by an employee leasing company or other temporary help agency through whom we lease personnel, during a temporary assignment or within six (6) months after the temporary assignment we hereby agree to pay Career Resources a settlement fee equivalent to the Career Resources permanent placement fee of 1% per thousand dollars of annual salary up to a maximum of 25% of annual salary.

We understand that the supervision of the assigned Career Resources employee for the agreed upon duties is our (the client) responsibility.

We agree not to authorize any Career Resources employee to operate any motor vehicles, automotive or truck equipment without signing a Driver's release form supplied by the Career Resources office.

We agree not to entrust any Career Resources employee with cash, negotiable instruments or other valuable property without prior written permission from Career Resources.

This Career Resources employee is compensated on a weekly basis. Therefore, we (the client) will be billed weekly. Payment will be due upon receipt of the invoice. We will be billed for the hours shown on the front side of the time card at the agreed upon rate. Overtime and double-time will be paid in accordance with state and federal regulations. Markup will be charged on adjusted overtime and double-time rates. In the event that we fail to pay the charges of Career Resources (whether for temporary services or settlement fee) when due. We (the client) shall pay all collection and / or litigation costs plus reasonable attorney's fees.

We hereby warrant that we (the client) are in compliance with all laws, rules and regulations of duly constituted government bodies, concerning Career Resources or any other employees and agree to indemnify and hold Career Resources harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against Career Resources by reason of our (the client) failure to comply with same.

Company: _____

Company Authorized Signature: _____

Print Company Authorized Name: _____

Date: _____

* Company signature certifies that all guidelines on the reverse side of this form have been met and that the company has obtained a complete copy of this timecard.

Pick up check

Mail check