

Office

- Reception
- Secretarial
- Data Entry
- Telesales - Sales
- Accounting
- Management

Industrial

- Labourers
- Forklift Drivers
- Stores People
- Process Workers
- Pickers & Packers
- Drivers

Trades

- Fitters
- Mechanics
- Toolmakers
- Gardeners
- Carpenters
- Welders

Technical & Management

- Engineers
- Technicians
- Laboratory Staff
- Supervisors
- Planning & Purchasing
- Warehouse & Production



MELBOURNE
Level 1
450 St Kilda Road
Melbourne Vic 3004

PERTH
Unit 5
Corner Alexander Rd
& Robinson Ave
Belmont WA 6104

PERTH
Unit 8/3
Goddard St
Rockingham
WA 6168

BRISBANE
1990 Logan Rd
Upper Mt Gravatt
Qld 4122

Name: _____

Week ending date: (Sunday) _____

Company worked at: _____

Reporting to: _____

Department: _____

	Start Time	Finish Time	Breaks	Total Worked
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total Hours				
Worked				

Authorised by: _____

Signature: _____

As the authorized representative of the company listed above I hereby agree to Smiths Recruitment's Terms and Conditions and acknowledge receipt of Temporary Staff Terms and Conditions of Business, and Permanent Placement Charges and Terms and Conditions of Business.

OFFICE USE ONLY

SHIFT	NORMAL TIME	TIME & A HALF	DOUBLE TIME	DOUBLE TIME & A HALF

