

Employee Name	Social Security No.	Company Name	Week Ending Date

Day	Date	Time Start	Less Lunch	Time Finish	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours					



7000 Stonewood Dr.
Suite 315
Wexford, PA 15090
Phone 724-452-5800
Fax 724-591-5852

Equal Opportunity Employer - M/F/H/V/D

From Employee: I certify the above hours shown here represent the hours I worked on the dates stated. I agree that these hours were verified by the client/company. I understand that if I do not notify you at the conclusion of each assignment you may assume that I am not available for reassignment.

From Client Company: I certify that the above hours are correct and the work by the employee was completed satisfactorily. I agree that this employee must work 500 hours for my company before he/she is eligible for hire. If I choose to hire this Individual before the end of said 500 hours, I understand I must pay a liquidation fee. I also agree that my company will not hire or transfer this employee to our payroll or the payroll of another company for 180 days after the last day this employee has worked for my company through Choice One Staffing Group.

X _____
Employee Signature

X _____
Customer Approval

X _____
Customer Title

White - Office Yellow - Employee Pink - Customer

By the signature of a representative of said company named on this document it is agreed:

1. That the employer will notify Choice One Staffing immediately of any changes in the job description of a Choice One employee from the description given to Choice One at the time of hire.
2. That invoices for temporary help or liquidation fees are due upon receipt of invoice for these services and will be paid immediately.
3. That Choice One Staffing Group will charge interest on any charges remaining unpaid 28 days after the invoice date. The client agrees to pay this charge.
4. That the client/customer is responsible for collection fees, attorney fees and other expenses incurred in the collection of all charges on their account.
5. That the employee of Choice One Staffing must be paid for at least 4 hours of work each day and the client will be billed accordingly.
6. That the employee will be paid for two hours if he/she reports to work and is sent home for any reason. The client/company is expected to pay for these hours.
7. That the hours worked by one Choice One employee cannot be assumed by another Choice One employee to help in accumulating the required 500 hours for hire.
8. That no Choice One employee is covered by insurance to operate any motor vehicles on the highway. Insurance furnished by Choice One does not cover physical loss or damage of machinery, equipment or materials placed in the care of a Choice One employee.
9. That the employer will not entrust a Choice One employee with unattended premises, care, custody or control of cash, negotiables or other valuables without prior permission of Choice One Management.
10. That no Choice One employee may lift more than 25 pounds.