

TIME SHEET – Temporary Worker

CANDIDATES PERSONAL DETAILS: (Required for 1st timesheet only)

Bank / Building Society _____
Account Number _____
Sort Code _____
NI Number _____



Need to talk, call **01920 876933**
You can fax **01920 871511**
Mail us on info@localeducation.co.uk
Learn more at localeducation.co.uk

CANDIDATES NAME: _____

ORGANISATION NAME: _____

WEEK BEGINNING: _____

**TOTAL DAYS
WORKED:**

DAY	AM	PM	COMMENTS	TOTAL
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

I hereby acknowledge that this is a true account of the hours that I have worked, and that I agree to abide by the contract for services which has been provided to me:

Workers Signature: _____

I hereby acknowledge that this is a true account of the hours worked by the temporary worker, and that I agree to abide by the terms of business which has been provided to me:

Organisation Contact Signature: _____

Print Name: _____

Position at Organisation: _____

NOTES

Pay is calculated on a Daily Rate. Hours worked are recorded to check for punctuality and ensure Working Time Regulations are not breached. Complete and gain signature from person responsible for supply cover, on the last day worked in any week. Provide comments if you have worked beyond the 'normal' school day, e.g. Taking practice or a fixture. Fax a copy of every timesheet to Local Education Recruitment for each week worked. It must reach us by close of business on Tuesdays. Payment will be made one week in arrears for work undertaken providing the timesheets are received on time.

'Quality is never far away'

