

It is the responsibility of the candidate to ensure that each section of the Timesheet is completed in **BLOCK CAPITALS** using a black ball point pen and is **SIGNED** by an authorised person at the School/Nursery/Children Centre /Care Home. Failure to do so may result in the Timesheet being rejected. To ensure you are paid on time, Timesheets **MUST** be received by us before **18.00** on **MONDAY** following the week worked. Approved Timesheets should be: (a) Scanned and emailed to payroll@jolan.co.uk. (b) Faxed to 01474 534300. (c) Posted to Jolan Recruitment Consultancy. 4th Floor Windmill House, 127-130 Windmill Street Gravesend. Kent. DA12 1BL

Candidate Details

Week Commencing \_\_\_\_\_

Title \_\_\_\_\_ First name \_\_\_\_\_ Last name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel No \_\_\_\_\_ Email \_\_\_\_\_

Payroll No \_\_\_\_\_

Assignment Details

Client's Name \_\_\_\_\_

Working Address \_\_\_\_\_

Postcode \_\_\_\_\_

Client Invoice Address \_\_\_\_\_

Postcode \_\_\_\_\_

*Note to temporary worker: please complete this timesheet, deducting time not worked for all breaks. The client company representative should sign the timesheet at the end of each week.*

*Note to client: please check and confirm the hours worked. By signing this document, you are confirming that you are authorised to sign and confirm the hours on this timesheet and that you acknowledge and agree to Jolan UK Ltd's terms of business.*

Details of Hours Work

	Start Time	Finnish Time	Less Breaks	Total Hours	<i>I certify that I have worked the hours/days detailed above and have taken all rest periods as required and that the information given on this timesheet is accurate. For more information contact us on 01474 534300.</i>  Worker's name: _____  Worker's signature: _____  Date: _____
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total hours					

Client's Approval

*I confirm that the above temporary worker has worked the hours/days stated above, as adjusted if necessary, satisfactorily and that your invoice will be paid in accordance with your payment terms. Furthermore I understand that if we subsequently engage the temporary worker or introduce them to any third party, then a placement fee may be levied in accordance with your terms and conditions of contract. By signing this timesheet you are agreeing to our Terms and Conditions as previously discussed.*

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name** \_\_\_\_\_ **Position** \_\_\_\_\_