

KTG RECRUITMENT TIMESHEET

TIME SHEETS MUST BE RETURNED BY LATER THAT 6PM FRIDAY
 (timesheets not received by 6Pm will not be processed until the following week)
 Email – [info@ ktgrecruitment.co.uk](mailto:info@ktgrecruitment.co.uk)
 WE DO NOT PAY ANY EXPENSES

| | | | |
|-----------------------------|--|---------------------------------|--|
| Candidate Name: | | Week ending: (Sunday) | |
| Name of School/Nurse | | School/Nurse Address | |

If you have worked 1 full day, AM or PM, please just put a cross in the box. If you have worked hourly, please state your start and finish times in the hours column. Breaks are paid, lunch is unpaid.

| DAY | FULL DAY | AM | PM | HOURS (FROM AND TO) | TOTAL |
|-------------------------|----------|----|----|---------------------|-------|
| MONDAY | | | | | |
| TUESDAY | | | | | |
| WEDNESDAY | | | | | |
| THURSDAY | | | | | |
| FRIDAY | | | | | |
| TOTAL DAYS/HOURS | | | | | |

SIGNED CONFIRMATION OF DAYS WORKED:

Candidate Declaration

"I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the hours/shifts detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings."

Signature:

Printed Name:

Date:

Client Declaration

"I/We confirm that hours given are correct. The standard of work was satisfactory and we accept a charge for these hours. I/We agree to pay KTG Recruitment Ltd in respect of the hours given within the payment terms agreed by both parties. I/We confirm that KTG Recruitment Ltd terms and conditions are the sole terms of this contract. "

Signature:

Printed Name:

Date: