

Timesheet

TIMESHEET MUST BE RECEIVED BY 12:00PM ON MONDAY



ALLIANCE RECRUITMENT CONSULTANTS

Name	Week ending
Nature of assignment	Report to
Company name and address	

	Location / Site	Date	Start time	Break	Finish time	Total standard hours	Sleep-In	Overtime hours	Total hours worked excl break
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total hours worked									

Authorisation

If a temporary client engages in a permanent position within 6 months of the completion by that temporary of his/her assignment with the client, the client will be liable to the Company for the permanent introduction fee.

Candidate

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 to prosecution and civil recovery proceedings I consent to this disclosure of information from this form to and by any Alliance Recruitment Consultants Ltd authorised body for the purpose of verification of this claim and the investigation, prevention, detection, and prosecution of fraud. I can confirm that induction and orientation training and fire safety has been provided by the client. By signing this, you agree to Alliance Recruitment Consultants Ltd candidate terms & conditions that can be found in our policies and procedures.

Name	Signature	Date
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Client

I am an authorised signatory of the above-named client. I am signing to confirm that the Job Profile Title and Band of Agency Worker and the hours/shift that I am authorising are accurate and I approve payment. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of the information from this form to and by any Alliance Recruitment Consultants Ltd authorised body for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud. I understand and agree to Alliance Recruitment Consultants Ltd current terms of business.

Name	Signature	Date
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Authorised by: (senior member of staff)