

Inform Recruitment Timesheet

Fax back to: 0871 247 1755

Teachers Name Week Start Date / /

Teachers Signature

Teachers Email

Schools Name Address Post Code School Telephone and Contact Name

School Email

The school should complete this section. Keep a copy of this timesheet for your records if required.

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Days
Full Day						
½ Day						

It is hereby certified that the above, by the signatures appended hereto, represent a true and accurate record of the period of employment undertaken by the Temporary Employee for the Employer on behalf of and at the instance of Inform Recruitment Ltd and subject to its Terms and Conditions of Business, receipt of which the Employer acknowledges, and Terms of Engagement, receipt of which the Temporary Worker acknowledges and that the Temporary Worker is eligible to work in the UK”

Name Position

Signature Date / /

Fax back to: 0871 247 1755

Email to: info@informrecruitment.co.uk

Postal Address: Inform Recruitment, Waterloo Business Centre, 117 Waterloo Rd, London, SE1 8UL.
Telephone: 0207 101 0302

It is the responsibility of the employee to ensure that Inform receives this timesheet not later than 4.30 pm the following Monday to ensure that payment will be received latest the Tuesday following that.

Inform Recruitment Ltd is registered in England and Wales 5455735 VAT Number 912383635

Inform Recruitment Ltd