

CARE CANDIDATE TIME SHEET



Name: _____

Client: _____ ONE CLIENT PER TIMESHEET

Email: timesheets@24-7staffing.co.uk

Date	Day	Start Time	Finish Time	Breaks	Total Shift Time	Role	Location	Client Declaration Sign & Print below.
	Mon							
	Tue							
	Wed							
	Thurs							
	Fri							
	Sat							
	Sun all hrs & Mon AM After Sleep in							
	Total (For office use)							

For Office Use Only								Daily Expenses (Mileage or Bus/Train Ticket) – Please write the amount and attach tickets to this time sheet.
Day	DR	NR	Sleep in	SAT	SUN	WE (N)	BH	
Mon								Mon: _____
Tue								Tue: _____
Wed								Wed: _____
Thurs								Thurs: _____
Fri								Fri: _____
Sat								Sat: _____
Sun								Sun: _____
Total								Total Expenses (For Office Use Only):

Worker Declaration 1: *(NB Fraudulent recording is a criminal offence and may lead to legal action being taken against you.)*
 I declare I have accurately recorded my time in this timesheet.
 I declare I have not been engaged in any work other than for 24-7 Staffing Limited during this week.
 I will notify the employment business immediately of any other periods of work that constitutes Working Time as defined under the Working Time Regulations undertaken during this week for other employers or employment business so that 24-7 Staffing Limited can maintain accurate records of my Weekly Working Time.
 Signature: _____ Date: _____

Worker Declaration 2: *(NB Fraudulent recording is a criminal offence and may lead to legal action being taken against you.)*
 I declare I have accurately recorded my time in this timesheet.
 I declare I have been engaged in work in addition to work for 24-7 Staffing Limited set out in this timesheet this week which constitutes Working Time as defined under the Working Time Regulations, according I have set out this additional time in a further timesheet so that can maintain an accurate record of my weekly Working Time.
 Signature: _____ Date: _____

PLEASE MAKE SURE YOUR SIGNED TIME SHEET IS RETURNED BY 10AM MONDAY MORNING