



## Timesheet & Assessment

**Urgent Staffing Unit 6, The Seedbed Centre, Langston Road, Loughton, Essex, IG10 3TQ**  
 Tel: 0203225577 Fax: 02031919324 Email: [Timesheets@urgentstaffing.co.uk](mailto:Timesheets@urgentstaffing.co.uk)

Candidate Name ..... Week Ending.....

Reference Number .....

Candidate Signature ..... Trust/Organisation Name .....

I declare the information provided is correct and complete. I understand if I provide false information this may result in disciplinary action and I may be liable to prosecution. I consent to the disclosure of information from this form to and by the authority, other public sector body and private entities who have similar requirement and the Counter Fraud Services for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

	Date	Start Time	Finish Time	Break	Hours	Ward/Dept	Booking Ref Number	Authorised by
Mon								
Tue								
Wed								
Thurs								
Fri								
Sat								
Sun								

<b>Additional Information: On call Hours:</b>	
<b>Induction and Orientation Training: Please circle to confirm whether you received an induction on day 1 of assignment</b> Yes / No. Did it include fire training? Yes/No	
<b>Total Hours Worked</b>	

Please tick as appropriate, providing additional comments in support of the statement made

	Unable to comment	Poor	Satisfactory	Good	Very Good	Excellent
Clinical Skills Demonstrated						
Supervisory Skills (if applicable)						
Timekeeping & Management						
Records Management						
Reliability						
Communication skills						
Sickness/absence record						
Relationships with patients & other workers and the public						
Additional Comments						

Authorisers Name..... Ward/Department.....

Authorised Signature..... Date.....

**Timesheets must be received by 10am on a Monday to be processed that week. Please send to [Timesheets@urgentstaffing.co.uk](mailto:Timesheets@urgentstaffing.co.uk) or fax to 02031919324**

[In signing the above I, the client, have read and accept the terms and conditions which I have received.](#)

[Approval of this timesheet is our authority to invoice for the engagement.](#)