

OFFICE USE ONLY

RECEIVED ____ / ____ / ____

SCHOOL INVOICE - 2 _____

PAY SENT ____ / ____ / ____

**PROACTIVE EDUCATION**
RECRUITMENT

Time Sheet

TEMPORARY TEACHERS

TEACHER NAME: _____

SCHOOL NAME: _____

WEEK BEGINNING: _____

**TOTAL HOURS
WORKED**

DAY	TIME IN	TIME OUT	COMMENTS	TOTAL
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

NOTES

Pay is calculated on a daily rate. Hours worked are recorded to check for punctuality and ensure Working Time Regulations are not breached

Complete and gain signature from person responsible for supply cover, on the last day worked in any week.

Provide comments if you have worked beyond the 'normal' school day, EG Taking a practice or fixture

Fax and post copy of every timesheet to Proactive Education Recruitment for each week worked. It must reach us no later than 10.00am on the following Tuesday.

Payment will be made one week in arrears for work undertaken providing timesheets are received on time

I hereby acknowledge that this is a true account
of the hours I have worked._____
Teacher SignatureI hereby acknowledge that this is a true account
of the hours worked by the Temporary Teacher_____
School Contact Signature_____
Print Name**PERSONAL DETAILS** ONLY NEEDED ON FIRST TIME SHEET**BANK /BUILDING SOCIETY** _____**SORT CODE** _____ **ACC. NO.** _____**NATIONAL INSURANCE NO.** __________
Position88 Kingsway
Holborn
London WC2B 6AA
Tel +44 (0) 8456 44 88 29
Fax +44 (0) 8456 44 88 36
Email info@perecruitment.co.uk
Web www.perecruitment.co.uk

Registered in England and Wales, number 5292988.

Registered Office: Queen Alexandra House
2 Bluecoats Avenue Hertford Herts SG14 1PB