

CANDIDATE TIME SHEET



Name: _____

Week Commencing: _____

Day	Start Time	Finish Time	Breaks	Working Time	POA (Driving Only)	Total Shift Time	Customer Name	Role	Client Declaration Sign & Print below.	For Office Use Only						
										DR	NR	OT	SAT	SUN	BH	SLEEP IN
Mon																
Tue																
Wed																
Thurs																
Fri																
Sat																
Sun																
Total																

Daily Expenses – Please write the amount and attach proof to this time sheet.

Mon: _____ Tue: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Sun: _____

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 on 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 (Road Transport) 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 (Road Transport) Regulations, accordingly, I have set out this additional time in a further timesheet so that 24-7 Staffing can maintain an accurate record of my weekly Working Time.

Signature: _____ Date: _____

PLEASE MAKE SURE YOUR TIME SHEET IS SIGNED AND RETURNED NO LATER THAN 10AM MONDAY MORNING.