

Please complete the following Time Sheets for your assignment, retain a copy for **yourself** and leave one with the **school**.

Candidate Copy



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T: 0191 251 5566

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Please indicate days/part days worked by placing a tick in the relevant box.
ONLY USE hourly boxes when you are on an hourly assignment OR you have worked authorised extra hours on your assignment

Week Start Date:

Day	AM	PM	FULL	HOURS
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total Days/ Hours:				

Name:

Signature:

School:

Authorised Signatory:

You can send your timesheet to us by fax: 0191 247 8278, Email: timesheets@firstclasssupply.co.uk, Text: 07963 162 130
Post: First Class Supply, 131 - 133 Whitley Road, Whitley Bay, NE26 2ET

You MUST return your signed timesheets by the **Monday AM** following the week in which you work. Failure to do so will result in late payments



School Copy



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