

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

Candidate Copy

| | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|------|-------|
| 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 | | | | |
| <u>Week Start Date:</u> | | | | |
| 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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