

TIME SHEET

DATE:	AM ONLY:	PM ONLY:	FULL DAY:	EXTRA hours:	<u>Teacher's Name</u>
					Name:
					Signature:
					<u>School's Full address</u>
				
				
					<u>School's Representative</u>
					Name:.....
					Signature:.....
TOTAL:					

FAX BACK 01992 350000

To complete time sheet enter the information into the correct section where you are asked AM/PM or full day select the correct one and mark with a tick✓.
 Ensure that the time sheet is signed by yourself and a responsible School representative.
 One time sheet to be used per school unless continuing at the school within the same week, please ensure that the time sheet is faxed in at the end of every day.
 All payments will be made with one week in arrears of the date you worked and paid to you by cheque or BACS.
 Please ensure that you have read the terms and conditions as the signing of this document is full acceptance of Global Recruits Ltd full terms and conditions by all parties.

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