Elite Teachers & Educational Services
7b High Street, Barnet, EN5 5UE
Tel: 08445 868 748
Fax: 08445 868 648
Email: info@eliteteachers.com
Web:www.eliteteachers.com

Candidate Name

School Name & Address

Week Commencing
Day Month Year

.... 20.....

Assignment Details

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Day	Date	Start Time	Finish Time	Total Hours	Breaks Taken
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
				Total Days Worked:	

To the Worker:
Please read and sign to agree with the following. I confirm i have worked the hours detailed and all rest period entitlements have been taken. I have informed Elite Teachers & Educational services of any work i have carried out for any third party.

Sign & Print Name: Date:

To the School / Nursery:
I confirm that the above temporary worker has worked the hours stated satisfactorily and that your invoice will be paid in accordance with your payment terms, Furthermore, i understand that if we subsequently engage the temporary worker or introduce them to any third party, then a placement fee may be charged in accordance with terms and conditions.

Sign & Print Name: Date:

It is the responsibility of the supply worker to ensure that each section of the timesheet is completed in capital letters and is signed by an authorised person at the School / Nursery. Failure to do so may result in the timesheet being rejected. To ensure you are paid on time, timesheets must be submitted by 2pm Monday following the week you have worked.

Once both parties (Client & Candidate) have completed & signed the timesheet, please fax to 08445 868 648.

REC Education