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# TIMESHEET

Please fill in the below in **BLOCK CAPITALS** and use black ink. WE CANNOT ACCEPT PHOTOS.

☐ induction completed

<b>Candidate Full Name:</b>	
<b>Job Title:</b>	<b>Band:</b>
<b>Hospital Name:</b>	<b>Department:</b>

	DATE	START TIME	FINISH TIME	LENGTH OF BREAK	HOURS WORKED	OVERTIME	REF.No./P.O.No.
MON	: :						
TUE	: :						
WED	: :						
THU	: :						
FRI	: :						
SAT	: :						
SUN	: :						
<b>PLEASE USE HOUR CLOCK</b> To ensure payment, this timesheet must be received no later than 12pm every Monday including during public holidays. We recommend that you keep a copy of all completed timesheets for reference.					<b>TOTAL HRS</b>	<b>TOTAL O/T</b>	<b>GRAND TOTAL HRS</b>

<b>CANDIDATE</b> I declare that the information on this timesheet is accurate and correct. If there is a dispute regarding the hours claimed above, the locum is liable to repay any extra hours unless they have been duly authorised by the client. I declare that I have not claimed elsewhere for the hours/shifts detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings.	
<b>Agency Worker:</b>	<b>Position:</b>
<b>Agency Worker Signature:</b>	<b>Date:</b>

## To be completed by client:

Please rate the how the agency worker performed this week:	Poor	Average	Good	Excellent
Skills demonstrated in line with the position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time keeping and management of workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>CLIENT</b> I am an authorised signatory for my department/organisation. I declare that the hours above have been worked by the Locum worker, and that I am authorising these hours for payment. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings.	
<b>Client Name:</b>	<b>Position:</b>
<b>Client Signature:</b>	<b>Date:</b>

Upload all Timesheets on the Timesheets Upload Page ([www.care2victory-services/resources-portal](http://www.care2victory-services/resources-portal))

**Submission deadline is Monday 12pm including bank holiday**

**Note: Uncleared and blur timesheets will be rejected**