



NB This timesheet must be completed in full to avoid any delays in payment, it is your responsibility to ensure that this is completed in full and reaches the loS Recruitment office via fax on 0844 873 0536 by 12pm every Monday to ensure there are no payment delays. Any queries please call our 24 hour hotline number on 07896348401

Candidate Full Name (please provide your full name to avoid any confusion with other loS Recruitment Staff sharing the same name)	
Job Title (i.e Cleaner, Carer, Catering Assistant)	
Client (this section must be filled in, one timesheet per client, please state clients name)	
Week Ending (this is the date on the Sunday that ends your working week)	

Unpaid Breaks: 4 hours but less than 6 hours = 15 minutes, 6 hours or more but less than 7 hours = 20 minute break. If your shift is 7 hours or more = 30 minute break. Break should be taken according to clients requirements. It is essential that you take the break to which you are entitled during your working hours

Date (must be filled in)	Day	Start Time	End Time	Regular Hours	Overtime Hours	Total Hours	On Duty Supervisor (To be signed if working more than 1 shift with a client)
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						

Total Hours :

Employee (Print Name)..... Signature..... Date.....

Client has read, understood and accepted loS Recruitment and Training services Limited terms and conditions

Week Ending Supervisor (Print Name)..... Signature..... Date.....