



EDUCATION RECRUITMENT

Timesheet

Send to free fax 0800 107 9904

Notes:

1. Timesheets must reach us by Monday 6:00pm of the following week.
2. Timesheets received after Monday 6:00pm will be processed the following week.
3. It is the candidate's responsibility to confirm Axcis have their timesheet.

Candidate's Name: _____

School Name: _____

Week Commencing: _____ (Date)

| | FULL DAY | HALF DAY | HOURS <small>(Not including lunch breaks)</small> |
|--------------|----------|----------|--|
| MONDAY | | | |
| TUESDAY | | | |
| WEDNESDAY | | | |
| THURSDAY | | | |
| FRIDAY | | | |
| | | | |
| TOTAL | | | |

I confirm that the above-named has satisfactorily completed the contract and has worked the stated days / hours this week (please tick the appropriate box(es) for the days/hours worked and delete those not worked) and accept Axcis Education Recruitment Terms of Business:

Agreed by school:

Client's Name: _____ Client's Signature: _____

Position: _____ Date: _____

Please fax back to 0800 107 9904

- Rebook?** Please call your consultant on free phone 0800 107 9900
- For **additional cover** or help filling a **permanent vacancy** please call us on free phone 0800 107 9900