



Email: timesheets@gaineducation.co.uk
Text/Whatsapp: 07523281369

TIMESHEET

Please note that it is your responsibility to ensure this timesheet is fully completed and received by us.
Timesheets must be sent and received by 5pm on Monday of every week.

CANDIDATE NAME:

SCHOOL NAME:

SCHOOL ADDRESS:

	DATE (DD/MM/YY)	AM	PM	OVERTIME
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

AS AUTHORISING SIGNATORY, I CONFIRM THAT THE ABOVE HOURS ARE CORRECT FOR THE PURPOSE OF INVOICING. GAIN EDUCATION'S FULL STANDARD TERMS & CONDITIONS APPLY TO THIS ASSIGNMENT, ANY TEMPORARY MEMBER OF STAFF EMPLOYED DIRECTLY BY THE SCHOOL, FULL OR PART TIME, WILL INCUR OUR STANDARD INTRODUCTION FEE.

(SCHOOL) Print Name

(SCHOOL) Signature

Date

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