



## RECRUITMENT TIMESHEET

Week Ending Date: \_\_\_\_\_

### Candidate Details

Full Name: \_\_\_\_\_

### Client Details

Organisation name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact Position: \_\_\_\_\_

|           | Date | Start time<br>(if hourly rate) | Finish Time<br>(if hourly rate) | Break (If<br>applicable) | Overtime<br>Hours | Hours/ Day<br>Worked |
|-----------|------|--------------------------------|---------------------------------|--------------------------|-------------------|----------------------|
| Monday    |      |                                |                                 |                          |                   |                      |
| Tuesday   |      |                                |                                 |                          |                   |                      |
| Wednesday |      |                                |                                 |                          |                   |                      |
| Thursday  |      |                                |                                 |                          |                   |                      |
| Friday    |      |                                |                                 |                          |                   |                      |
| Saturday  |      |                                |                                 |                          |                   |                      |
| Sunday    |      |                                |                                 |                          |                   |                      |
|           |      |                                |                                 | Total                    |                   |                      |

I declare that the following information on this timesheet is a true reflection of my completed assignment. In the event of a dispute regarding claimed hours/days, the candidate will be liable to repay any overstated amount unless the timesheet has been duly authorised by the client. Timesheets signed and approved by both parties confirm acceptance of Terms of Business and Contract for Services.

Candidate

Signature: \_\_\_\_\_

Client

Signature: \_\_\_\_\_