



FREEDOM RECRUITMENT

TIMESHEET

Candidate's Name _____

Week Ending Sunday _____ / _____ / _____

COMPLETED AND AUTHORISED TIMESHEETS MUST BE RETURNED TO FREEDOM RECRUITMENT BY MONDAY 3 PM (15.00 HRS). PLEASE POST, FAX OR E-MAIL TO THE RELEVANT FREEDOM OFFICE. ANY UNAUTHORISED OR LATE TIMESHEETS WILL NOT BE PROCESSED.

DAY	Start Time	Finish Time	Breaks	Hours Worked	Overtime
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					
WEEKLY TOTAL					

BOOKING DETAILS

Job Title _____ Company Name _____

Location _____ Consultant Name _____

CLIENT AUTHORISATION

By signing this timesheet, I verify the number of hours worked by the temporary worker during the preceding week or part thereof. My signature below will be deemed conclusive evidence of both the time stated as worked by the temporary worker and satisfaction of that work.

Signature _____

Print Name _____ Date _____

1 White Copy – To Freedom
2 Yellow Copy – To Freedom

3 Pink Copy – For Candidate
4 Blue Copy – For Client

FREEDOM COPY

LONDON
Academy House, 36 Poland Street,
London, W1F 7LU
Fax 020 7734 1101
temps@freedomrecruit.com

MANCHESTER
Lowry House, 17 Marble Street,
Manchester, M2 3AW
Fax 0161 638 9299
temps.manch@freedomrecruit.com

BIRMINGHAM
1 Victoria Square,
Birmingham, B1 1BD
Fax 0121 616 0581
temps.birm@freedomrecruit.com