

Xpert education recruitment timesheet



To be returned by 12pm-Monday via fax on 0208 226 6162
or emailed to timesheets@xperteducation.co.uk

Teacher's name:

Name of School:

Week Commencing Monday:

School Postcode:

	Full Day	Half Day	Additional Days (Parents Evening, Meetings Etc)	Total (Days Worked)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

TOTAL NO OF DAYS WORKED

Xpert Education Employee

Print Name:

Signed:

Date: / / 201____

I certify that I have worked the hours/days detailed above and that I agree to Xpert Education's terms and conditions. I confirm that it is my responsibility to submit the signed timesheet to Xpert via email or fax by the following Monday before 12pm.

School Authorised Personnel

Print Name:

Signed:

Date: / / 201____

By signing this timesheet, you are confirming that you are authorised to sign and confirm the hours/days listed above and that you acknowledge and agree to Xpert Education's terms and conditions. We advise that you take a copy for your records.