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**Timesheet**

Team Educatethanks you for your hard work this week.

Please complete this timesheet and ask a member of staff at the school to sign in the allocated box. Once completed, please scan or send a photo to timesheets@teameducate.co.uk

 **To be completed by candidate**

|  |  |
| --- | --- |
| **Name:** |  |
| **Your Address:** |  **Postcode:** |
| **School / Provision:** |  |
| **Role:** |  |

**To be completed by the candidate** *(By completing this, you confirm that the information entered is correct)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Start Time** | **End Time** | **Total** | **Comments / Breaks** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Total Days / Hours Worked:** | **Deadline for timesheets is Monday 5pm** |  |

**To be completed by the client** *(By signing below, you agree to the above hours worked by the candidate)*

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date:** |  |

**This is a legal document**

*By signing, you confirm that the information is accurate and correct and you are accepting Team Educate Ltd Terms and Conditions of business.*