



EMAIL: payroll@londonteachingsupply.com

Timesheet

Office Use Only

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N.B. Please ensure the timesheet is submitted to payroll@londonteachingsupply.com by **5pm on Friday.**

Candidate Name:	
School:	
Nature of Duties (TA/Teacher)	
Week Commencing Date:	Candidate Signature:

	Date Worked	Full Day	Half Day	Total
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

I confirm that the above information is correct and you agree to be charged at the agreed rate. I also accept London Teaching Supply's Terms of Business and note that fees may be incurred if a candidate is employed by the school on a direct contract.

Name of Person Responsible:	Position:
Signature:	Date: