



STC Educational Recruitment

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TIME SHEET

TO BE COMPLETED BY THE TEMPORARY WORKER	
NAME:	BOOKING REF NO:
SIGNATURE: (TEMPORARY WORKER)	
CLIENT:	
ADDRESS:	
	POST CODE:
TEMPORARY WORKERS PLEASE NOTE: Return to STC by post, fax or email as soon as it has been authorised by the client.	

TO BE COMPLETED BY THE CLIENT						
	MON	TUES	WED	THURS	FRI	WEEK ENDING:
DATES:						TOTAL DAYS WORKED
FULL DAY						
HALF DAY						
I confirm that the total number of days worked are correct and will accept the STC invoice for the chargeable days at the agreed rate. I also accept STC terms and conditions of business. PLEASE NOTE: Failure to sign the temporary worker's time sheet does not absolve the client's obligation to pay the charges in respect of the hours worked.						
NAME:					POSITION:	
SIGNATURE: (CLIENT)					DATE:	
CLIENTS PLEASE NOTE: If an applicant introduced by STC is taken onto your payroll, either by way of temporary assignment or on a permanent basis, an introduction fee will be charged. For further details please refer to our terms and conditions of business.						