

Your Name		Position Worked	
School Name		Dates Worked	
School Address			

Day / Date	Start Time	Finish Time	Total Days (1/2 or Full)	Breaks (hours)	Overtime (hours)	Total (days)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Weekly Totals:						

Please ensure your timesheet is completed legibly and emailed to Inspiring Teaching to arrive before Tuesday 12 noon to ensure payment that week. Failure to do so will result in your payment being delayed. All alterations must be initialled by the client's authorised signatory.

Candidate Declaration. I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the hours/shifts detailed on this timesheet. I understand that if I knowingly provide false information this may result in Inspiring Teaching ceasing to offer your further assignments and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to shared with the relevant authority for the purpose of verification of this claim and the investigation, prevention, detection and persecution of fraud. I also confirm that induction and orientation training has been provided by the client.

Your Details			
Full Name			
Signed		Date	

Client Authorisation: I am an authorised signatory for my organisation. I am signing to confirm that the Job Title, Role and the hours/days that I am authorising are accurate and I approve payment. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to the relevant organisation for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

Client's Details			
Full Name		Position	
Signed		Date	

Please email your Timesheet to timesheets@inspiringteaching.co.uk
Payroll Queries - 020 3773 6005