



Boxes 1 - 3 must be completed by plus education supply staff. Failure to do so will result in timesheet being rejected. It is the responsibility of supply staff to ensure that plus education receives this timesheet by the following Monday.

1. Week Ending Date:

2. Candidate Name:

3. School Name:

Schools: Boxes 4 - 9 must be completed by the school. Failure to do so will result in the timesheet being rejected. Please photocopy this timesheet for your records if required.

4.	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Full Day						
Half Day						

I confirm that the total days worked are correct and will accept your accounts for the chargeable days at the agreed rate. I also accept Plus Education terms & conditions of business and note that a fee maybe payable under clause 7. 'Transfer and introduction fees' should we engage on a direct contact.

5. Name:

6. Position:

7. School Postcode:

8. Date:

9. Signature: