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Outstanding Recruitment Solutions

Heathrow 8 Station Approach · Ashford · Surrey · TW15 2QN
 Essex Suite G10 · Jubilee House · 3 The Drive · Great Warley · Brentwood · CM13 3FR
 Manchester 103 Washway Road · Sale · Manchester · M33 7TY
 Birmingham Touchstone · Pinewood Business Park · Coleshill Road · Birmingham · B37 7HG
 Uxbridge 118 Boundary House · Cricketfield Lane · Uxbridge · UB8 1QG
 Bristol Suite 321 · 2430/2440 The Quadrant · Aztec West · Almondsbury · Bristol · BS32 4AQ

TIMESHEET

Temporary and Permanent Recruitment



Tel: 01784 421 441 · Fax: 01784 421 655
 Tel: 01277 725 005 · Fax: 01277 725001
 Tel: 0161 905 1266 · Fax: 0161 905 1420
 Tel: 0121 779 0997 · Fax: 0121 779 0996
 Tel: 01895 457 444 · Fax: 01895 450 601
 Tel: 01454 878 520

CLIENT NAME:	
TEMP. NAME:	
Wk. commencing date:	
Type of work:	Report to:

CLIENT ADDRESS:

TO EMPLOYEE: complete details below using nearest quarter hour.

Day worked	start time	finish time	less lunch	normal hours	overtime hours	P.O.A.	actual hours worked	total
MONDAY:								
TUESDAY:								
WEDNESDAY:								
THURSDAY:								
FRIDAY:								
SATURDAY:								
SUNDAY:								
TOTAL								
GRAND TOTAL								

Client Declaration: I am an authorised representative of the Client and the above total number of shift hours have been undertaken satisfactorily I agree to and payment will be made according to the Terms and Conditions of Business.

Signature.....Name.....Date.....

IMPORTANT MOBILE WORKERS: If you have worked nights you are also required to complete the chart below.

Time Day	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
M																								
T																								
W																								
T																								
F																								
S																								
S																								

PLEASE CHECK ALL DETAILS CAREFULLY AS ERRORS CANNOT BE RECTIFIED AT A LATER DATE

Worker Declaration 1: NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you.

- I declare I have accurately recorded my time in this timesheet.
- I declare I have not been engaged in any work other than for First Choice Staff during this week.
- I will notify First Choice Staff immediately of any other periods of work that constitutes Working Time as defined under the Working Time Road Transport Regulations undertaken during this week for other employers of employment businesses so that First Choice Staff can maintain an accurate record of my weekly Working Time.

Signature.....Name.....Date.....

Worker Declaration 2: NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you.

- I declare I have accurately recorded my time in this timesheet.
- I declare I have been engaged in work in addition to work for First Choice Staff set out in this timesheet this week which constitutes Working Time as defined under the Working Time Road Transport Regulations. In signing this timesheet I confirm that any other work that I have undertaken has not put me in breach of the Working Time Directive.

Signature.....Name.....Date.....

Terms of business for the supply of Temporary Workers



1. These Terms and Conditions of business are between FIRST CHOICE CORPORATE LTD T/A FIRST CHOICE STAFF and/or any subsidiaries or associates (or separate names) hereafter called "The Employment Business" and the hirer hiring the Temporary Worker hereafter called "The Client".
2. These Terms and Conditions are deemed to be accepted by the client by virtue of an interview of the engagement (which term includes employment or use whether under Contract of service or for services or under an agency, licensee franchisee or partnership agreement) by the Client of a Temporary Worker introduced by the Employment Business.
3. The Client agrees to pay the hourly charge of the Employment Business advised at time of booking. The Client agrees to verify and sign the Employment Business time sheets for each week and accepts our Terms of Business by doing so. Signing of such time sheet by the Client constitutes acceptance that the Temporary Worker's services have been provided for the hours indicated on the time sheets and that such services have been satisfactory. Travelling, hotel or other expenses as may be agreed shall be itemised on the Employment Business' Invoice in addition to this charge, These charges will be those in force at the time of the assignment and may be varied from time to time with immediate effect. Details of charges are available on application and are calculated on an hourly basis at rates varying according to the number of hours required in any one week. VAT shall be charged in addition.
4. The Employment Business will endeavour to provide a Temporary Worker for the period of a booking but this cannot be guaranteed whether for all or any part of the period. The Client accepts that no liability attaches to the Employment Business for not supplying a worker for part or whole of the period of booking.
5. Temporary Workers are paid by the Employment Business immediately upon receipt of signed time sheets and invoices will be presented weekly to the Client. PAYMENT IS DUE UPON RECEIPT OF INVOICE. A surcharge of 3% over NatWest Base Rate will be incurred by the Client for delayed payment. By signing the Time Sheet of the Temporary Worker the Client authorises the Employment Business to make payment for the hours shown in the Total Hours box thereon.
6. The Employment Business assumes responsibility for payment of wages, deduction and payment of all statutory contributions in respect of Earnings Related Insurance and the administration of schedule E Income Tax. (PAYE) applicable to its Temporary Worker as required by law.
7. The engagement or use by a Client of a Temporary Worker introduced by the Employment Business or the introduction of such Temporary Worker to other employers with a resultant engagement, (or, where applicable, if the Temporary Worker has become incorporated under a limited company, the engagement, use or introduction of that limited company) render the Client subject to payment of an introduction fee calculated at 15% of the annual commencing gross taxable remuneration and taxable emoluments payable by the Client to the Temporary Worker concerned, provided that the engagement takes place within a period of 12 months from the termination of any temporary assignment or the introduction of a Temporary Worker, whichever is later. Where the amount of the annual commencing remuneration is not readily ascertainable, the fee will be calculated as a multiple of 350 times the hourly charge at which the Temporary Worker was last supplied to the Client by the Employment Business. No refund of the introduction fee will be made by the Employment Business to the Client in the event of the subsequent termination of such engagement.
8. While every effort is made by the Employment Business to give satisfaction to the Client by ensuring reasonable standards of skill, integrity and reliability from worker and further to provide them in accordance with booking detail, no liability will be accepted by the Employment Business for any loss, expense, damage or delay arising from any failure to provide a particular Temporary Worker for all or part of the period of booking or from negligence, dishonesty, misconduct or lack of skills of the Temporary Worker provided.
9. The Client undertakes to supervise the Temporary Worker(s) assigned to him sufficiently to ensure the Client's satisfaction with reasonable standards of workmanship but if the services of the worker provide to be unsatisfactory, the Employment Business may reduce or cancel the charge for the time worked by that Temporary Worker provided that the Temporary Worker leaves that assignment immediately and that notification, which must be confirmed in writing within five days, is received either:
 - a) within four hours of the worker commencing duties where the booking is for more than seven hours
 - b) within two hours for booking of seven hours or less
- 10a) Temporary Workers provided by the Employment Business are provided under contracts for services and are deemed to be under the direction and control of the Client from the time the Temporary Worker reports to take up duties and for the duration of the assignment and the Client agrees to be responsible for all acts, errors or omissions be they wilful, negligent, or otherwise as though the Temporary Worker were on the payroll of the Client and the Client will in all respects comply with all statutes, by-laws, codes of practice and legal requirements to which the client is ordinarily subject in respect of the Client's own staff, including in particular the provision of adequate Employers' and Public Liability Insurance cover for the Temporary Worker during all assignments but excluding the matters specifically mentioned in paragraph 6 above.
- b) The Client shall indemnify and keep indemnified the Employment Business against any costs, claims and liabilities incurred by the Employment Business arising out of the engagement of the Temporary Worker by the Client.
11. No variation may be made to these Terms without the written consent of a director or branch manager of the Employment Business.
12. Where the Temporary Worker is a driver, in addition to the above conditions the Client is responsible for insuring against any accidental damage of whatever nature and howsoever caused including by driver's negligence.