

JEAN READ EDUCATION RESOURCING TIMESHEET

PLEASE FAX YOUR TIMESHEET TO **05603450283** NO LATER THAN MONDAY 10.am
YOU MAY ALSO EMAIL YOUR TIMESHEET TO info@jeanreadeducation.org.uk
YOUR TIMESHEET IS YOUR RESPONSIBILITY

WEEK ENDING SUNDAY: _____

School Name: _____
Address: _____
Postcode: _____

Teacher Name: _____
Address: _____
Postcode: _____ Key Payroll Ref: _____

	FULL DAY	HALF DAY AM/PM	OTHER	TOTAL DAYS WORKED
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
TOTAL NO OF DAYS WORKED				

Signed By Teacher: _____

Date: _____

PRINT NAME: _____

Signed By School: _____

Date: _____

PRINT NAME: _____

Note to Teacher: Please complete a separate Timesheet for each School you teach at in any one week. This timesheet is not valid unless signed by the school's representative. By signing this form you are confirming that you have worked the hours indicated and that you agree to the Terms and Conditions of Jean Read Education Resourcing. It is your responsibility to ensure that we receive a copy of your timesheet, you can either post, fax or email.

Note to School: Please check and confirm the hours worked. By signing this document you are confirming that you are authorised to sign and confirm the hours on this timesheet and that you acknowledge and agree to Jean Read Education Resourcing Terms of Business. We advise you keep a copy for your records.