

Send us your Timesheet latest by **MONDAY, 12PM*** at accounts@hollilander.com

*The payment date will be the Friday following the submission of the timesheet. E.g.- Timesheet submitted Monday 1st and payment made Friday 5th **It is assumed that a break of 60 mins per 10-hour shift is taken. Please enter your actual break time in the 'Break Taken' column. If the break taken is shorter than 60 mins, the client's signature is required to authorise that break. ***Please note only one Timesheet is to be filled per employer, one timesheet for multiple employers will not be accepted.

FEEDBACK REFERENCE FORM (For Client Only)

Poor - 1 Satisfactory - 2 Average - 3 Good - 4 Excellent - 5 Unable to comment-n/a

Full Name:	
Place of Work:	
Position:	
Address:	
Contact Info:	

	Date (DD/MM/YY)	Start Time (e.g. 09:00)	Finish Time (e.g. 21:00)	Break Taken*	Actual Hours Worked	Signed by Person in Charge	Name of the PIC
<i>Monday</i>							
<i>Tuesday</i>							
<i>Wednesday</i>							
<i>Thursday</i>							
<i>Friday</i>							
<i>Saturday</i>							
<i>Sunday</i>							

TYPE	1	2	3	4	5	n/a	Comments
<i>Punctuality</i>							
<i>Reliability</i>							
<i>Initiative</i>							
<i>Contribution to Team</i>							
<i>Clinical Knowledge</i>							
<i>Clinical Skills</i>							
<i>Organisational Skills</i>							
<i>Management Skills</i>							
<i>Willingness to learn</i>							
<i>Other Comments</i>	Would you book this candidate again? Were there any concerns?						

Approved Signatory: I am an authorised signatory for my department/HSE Body. I am signing to confirm that the agency worker listed above and the hours/shifts that I am authorising are accurate and I approve payment.

Signature: _____ Name: _____ Date _____

Candidate Working: I declare that the information provided on this form is correct and complete and that I have not claimed elsewhere for the hours/days listed above. Please note that if false information is provided legal consequences may follow as well as disciplinary action.

Signature: _____ Name: _____ Date: _____