

Candidate Name	
Employee Number	
Grade (RN, SNR-HCA, HCA, SW)	
Week Ending (Sunday)	
Client Name	

**REFER A FRIEND & EARN £££s**

**Contact your local branch for more information**

(T's and C's apply)

**Hours Worked**

DAY	DATE e.g. 01/09/19	START TIME e.g. 08:00	FINISH TIME e.g. 20:00	HOURS e.g. 12:00	BREAK TIME e.g. 1:00	TIME WORKED e.g. 11:00	GRADE	BOOKING REF. NUMBER	AUTHORISED BY (SIGNATURE)
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
Sun									

**Expenses**

DATE e.g. 01/07/17	BOOKING REF. NUMBER	EXPENSE TYPE (Bus Ticket, Train Ticket etc)	MILEAGE e.g. 15	AUTHORISED BY (SIGNATURE)

**Approved Signatory**

I am an authorised signatory for this Customer. I am signing below to confirm that both the pay point and the hours/day that I am authorising are accurate and I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I agree to the Alert Health 24 Ltd Terms and Conditions that can be found at [www.ah24.co.uk](http://www.ah24.co.uk).

Signed \_\_\_\_\_ Print \_\_\_\_\_  
by \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**Candidate Working**

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/day detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and the civil recovery proceedings. I consent to the disclosure of information from this form to and by the Customer.

Signed \_\_\_\_\_ Print \_\_\_\_\_  
by \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_