



## Your World Professional Timesheet

PLEASE USE BLOCK CAPITALS WITH BLACK INK ONLY																				
<b>Candidate First Name:</b>																				
<b>Candidate Last Name:</b>																				
<b>Recruiter Name:</b>																				
<b>Job Title:</b>																				
<b>Band / Grade:</b>																				
<b>Name of Client:</b>																				
<b>Department:</b>																				
<b>Reporting to:</b>																				

<b>Email: <a href="mailto:professional@ywtimesheets.com">professional@ywtimesheets.com</a></b> <small>(max 5MB)</small> <i>Upon receipt, you will receive email confirmation. You will not receive confirmation if you fax your timesheet in.</i>	<b>Tel: 0207 220 0815</b> <b>Web: <a href="http://yourworldpro.com">yourworldpro.com</a></b>
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Please email your timesheet at the end of the week or the latest by 9.00am on Monday. (Scans only NOT photographs)

	Date DD/MM/YY	Start Time	Break Time	Break Finish	Finish Time	Hours Worked	Booking Reference Number	Authorised Signature
MON	/ /	:	:	:	:			
TUE	/ /	:	:	:	:			
WED	/ /	:	:	:	:			
THU	/ /	:	:	:	:			
FRI	/ /	:	:	:	:			
SAT	/ /	:	:	:	:			
SUN	/ /	:	:	:	:			
<b>PLEASE USE 24-HOUR CLOCK</b>			<b>Total Hours Worked:</b>					

Client Details	
<b>Signature:</b>	
<b>Print Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

Candidate Details	
<b>Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

I confirm that the information I have given is correct and in accordance with Your World Recruitment Group's policies and procedures, as detailed on:  
<http://yourworldpro.com/candidates/timesheets>

I confirm that I am an authorised signatory and I am authorising the above details in accordance with the policies and procedures, as detailed on:  
<http://yourworldpro.com/candidates/timesheets>