

Address: Locum Meds, Oak House, Reeds Crescent, Watford,
WD24 4QP, Medical Locum Recruitment Limited
- t/a Locum Meds Registered Number 10634499

Section 1 - Please fill out all details clearly, then email a clear photo to timesheet@locummeds.co.uk.

CANDIDATE DETAILS

First Name: _____

Surname: _____

CLIENT DETAILS

Name: _____

Site (if applicable): _____

Section 2 - To be accurately completed by the candidate.

Please note if you work at multiple sites we require you to send separate timesheets for each site.
We offer weekly payments, our timesheet deadline is Wednesdays, 12:00 and payday is Fridays.

	Date	Start Time	Finish Time	Break Start	Break Finish	Total Hours Worked
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

TOTAL HOURS: _____

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/shifts detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings. I consent to this disclosure of information from this form to and by any Locum Meds authorised body for the purpose of verification of this claim and the investigation, prevention, detection, and prosecution of fraud.

Section 3 - To be completed by the Client - Senior Member of Staff Authorised only.

I am an authorised signatory of the above named client. I am signing to confirm that the Job Profile Title and Band of Agency Worker and the hours/shift that I am authorising are accurate and I approve payment. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of the information from this form and by any Locum Meds authorised body for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud. I understand and agree to Locum Meds Terms of Business- <http://locummeds.co.uk/2019-locum-meds-introduction-services-terms-conditions-copy/> - A standard introductory fee will be charged if the candidate is taken on full time or allowed to change agencies.

Authorising Signatory Name: _____ Signed: _____

Position: _____ Date: _____

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