

**TIME SHEET NO.**

Recruitment Division  
54 Scotch Street, Armagh BT61 7DF  
**Tel** 028 3752 7932 **Fax** 028 3752 8311  
**Email** armagh@rutledgejoblink.com

We See Your Potential...

## RECRUITMENT TIME SHEET

[www.rutledgejoblink.com](http://www.rutledgejoblink.com)

|   |  |
|---|--|
| Name:   | Client:  |
| Address:  | Tel:   |
| Tel:  |  |
| <b>Please Note:</b><br>All time sheets must be received by 12 noon each Monday or the first working day of each week. | Please ensure to inform us of any changes of details.<br><b>Email:</b> armagh@rutledgejoblink.com<br><b>Tel:</b> 028 3752 7932 |

### ASSIGNMENT DETAILS - Please Use 24Hr Clock

| Day       | Date | Start | Finish | Break | O/Time | S/Time | D/Time | Client's Initials |
|-----------|------|-------|--------|-------|--------|--------|--------|-------------------|
| Monday    | / /  |       |        |       |        |        |        |                   |
| Tuesday   | / /  |       |        |       |        |        |        |                   |
| Wednesday | / /  |       |        |       |        |        |        |                   |
| Thursday  | / /  |       |        |       |        |        |        |                   |
| Friday    | / /  |       |        |       |        |        |        |                   |
| Saturday  | / /  |       |        |       |        |        |        |                   |
| Sunday    | / /  |       |        |       |        |        |        |                   |

|        |         |         |                |                                     |
|--------|---------|---------|----------------|-------------------------------------|
| TOTAL  | WEEKDAY | WEEKEND | Public Holiday | Travel Expenses (if arranged)       |
| WORKED |         |         |                | Travel.....days @.....miles per day |

Temporary Workers Signature.....

### TO BE COMPLETED BY CLIENT

|  |  |                            |
|--|--|----------------------------|
| I certify that the above details are correct.<br>Any alterations must be initialed by the client<br><br>Signed .....<br>Position .....<br>Date ..... | <b>Total Number<br/>Of hours<br/>Worked</b><br><br><div style="border: 1px solid black; width: 40px; height: 30px; margin: 0 auto;"></div> | <b>For Office Use Only</b> |
|--|--|----------------------------|

Your signature is deemed acceptance of our terms & conditions of business.

THANK YOU FOR USING RUTLEDGE RECRUITMENT

[www.rutledgejoblink.com](http://www.rutledgejoblink.com)