



**First Choice**  
Recruitment Consultancy

# First Choice Selection Services Limited

## Weekly Timesheet

All Sections of this timesheet MUST be completed and an authorised signature placed against each shift worked and be returned before 5pm on Friday. Failure to do this will result in payment not being processed. It is the responsibility of our employee to return their timesheet on time.

**Top Copy to First Choice Bottom Copy to Client**

Employees Name: ..... Week Ending: ..... Invoice No.....

Company Name: ..... Job Title: .....

Day	DATE	START TIME	FINISH TIME	DAILY HOURS (Minus breaks)	OVER TIME (Please Specify)	DEPARTMENT/ LOCATION / WARD	AUTHORISED SIGNATURE
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
<b>WEEKLY TOTALS</b>							

Employee Signature: ..... Date: .....

<b>Belfast</b>	23 Church Street, St Cathedral Terrace, BT1 1PG	Tel: (028) 90 313693 or Tel: (028) 92 640797	Fax: (028) 90 237048 or Fax: (028) 92 640798
<b>Ballymena</b>	18a Broadway Avenue, BT43 7AA	Tel: (028) 25 648477	Fax: (028) 25 650985
<b>Newry</b>	Unit 12, 53 Armagh Road, BT35 6DN	Tel: (028) 30 252100	Fax: (028) 30 257402
<b>Lurgan</b>	1B Windsor Avenue, BT67 9BG	Tel: (028) 38 316446	Fax: (028) 38 344620 or (028) 87 750297
<b>Bangor</b>	75A High Street, BT20 5BD	Tel: (028) 91 274500	Fax: (028) 91 859735
<b>Coleraine</b>	4A Abbey Street, BT52 1DS	Tel: (028) 70 327011	Fax: (028) 70 327558

We certify that the total hours shown above are TRUE AND CORRECT and we agree to be invoiced accordingly by First Choice Selection Services Limited. If any of the above at anytime should be taken on to our staff we acknowledge that the Introduction Fee will be payable based on the scale of fees In force at that time. We also acknowledge that we have read and agree to the Terms and Conditions of Business of First Choice Selection Services Limited.

*Thank you for using First Choice for your vacancy. Your Business is gratefully appreciated.*