

Please note all hospital shifts, and some other locations, must be written on a separate timesheet, regardless of the ward worked in.  
 Timesheets must be submitted no later than 12 noon Monday

If you send in a timesheet for work completed that you did not previously make First Choice aware of there may be a delay in your payment  
 until we received adequate confirmation of this shift

<b>Full Name</b>		<b>Place of Work</b>	
<b>Job Title</b>		<b>Band (If Applicable)</b>	

Day Of Week	Date	Start Time	Finish Time	Remove Breaks & State Hours Due To Be Paid	Department / Ward	Authorised Signature	Authorised Printed Name	Reference Number
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
<b>Total Hours Worked</b>								

<b>Employee Signature</b>		<b>Date Of Signature</b>	
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I certify that the total hours shown are true and correct and we agree to be invoiced accordingly by First Choice Selection Services Limited. If the above staff member is employed on a permanent basis, we acknowledge that the Introduction Fee will be payable based on the scale of fees in force at the time.

We also acknowledge that we have read and agree to the Terms and Conditions of First Choice Selection Services Limited.

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