



**HAWKSTONE**  
RECRUITMENT

**Hawkstone Recruitment Ltd**  
Unit 207, The Quadrus Centre, Woodstock Way,  
Baldon Business Park, Baldon, NE35 9PF  
Tel: 0191 466 1355  
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Email: [info@hawkstonerec.co.uk](mailto:info@hawkstonerec.co.uk)  
Web: [www.hawkstonerec.co.uk](http://www.hawkstonerec.co.uk)

## CANDIDATE TIMESHEET

Company Name:	Candidate Name:
Site Address:	
Site Supervisor:	Supervisor Contact Number:
PO Number:	Discipline:
Is Worker Required Next Week: YES / NO	Week Ending Date:
Please complete your hours for the working week below, ensuring you are accurate for start and finish times as well as breaks, detailing any hours which are to be paid as overtime.	

	START TIME	FINISH TIME	BREAKS	TOTAL HOURS	BASIC HOURS	OVERTIME	EXPENSES
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
		<b>TOTAL</b>					

### Client Declaration (for completion by the clients authorised signatory)

I confirm that the total hours worked above are correct, and agree that this assignment and any future assignments will be subject to Hawkstone Recruitment's Terms of Business, which are available to view at [www.hawkstonerec.co.uk](http://www.hawkstonerec.co.uk)

Signed:	Position:
Print Name:	Date:

Please return completed, signed timesheet, to Hawkstone Recruitment Ltd, Unit 207, The Quadrus Centre, Woodstock Way, Baldon Business Park, Baldon, Tyne & Wear, NE35 9PF

You may email a copy to [info@hawkstonerec.co.uk](mailto:info@hawkstonerec.co.uk), or fax a copy to 0191 466 1356

All timesheets MUST be received by 10am on a Monday. Late timesheets will result in delayed payment of wages to the worker.