

Each timesheet must have a UNIQUE reference number or it will not be accepted.



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Direct Healthcare 24 Ltd T/A Little Steps Staffing

Registered in England & Wales. Registered No: 08741677  
Registered Address: 124 City Road, London, England, EC1V 2NX

Timesheet Ref No: **E001259**

Candidate Full Name	
Employee Number	
Week Ending Date	
Nursery Name	
Contact Name	

### Hours Worked

Day	Date e.g. 01/09/19	Start Time e.g. 08:00	Finish Time e.g. 20:00	Hours Worked e.g. 12:00	Break e.g. 01:00	Level of Qualification
Mon						
Tue						
Wed						
Thu						
Fri						

**When submitting your timesheet, please scan it using the CamScanner app before sending**

### Approved Signatory

I am authorised signatory for this Customer. I am signing below to confirm that both the pay point and the hours/days that I am authorising are accurate and I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I agree to the Little Steps Staffing Terms and Conditions that can be found at [www.littlestepsstaffing.co.uk](http://www.littlestepsstaffing.co.uk).

Signed by \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

### Candidate Working

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/days detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and the civil recovery proceedings. I consent to the disclosure of information from this form to and by the Customer. I agree to the Little Steps Staffing Terms and Conditions that can be found at [www.littlestepsstaffing.co.uk](http://www.littlestepsstaffing.co.uk).

Signed by \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_