



# SKILLS DIRECT LTD

## TIME SHEET

WHITE COPY: SKILLS DIRECT LTD PINK COPY: CLIENT  
 4 Fore Street, Trowbridge, Wiltshire, BA14 8HD  
 52 High Street, Shepton Mallet, Somerset, BA4 5AS  
 11a, Cornhill, Bridgwater, Somerset, TA6 3BU  
 30 Hendford, Yeovil, Somerset, BA20 1TG  
 Email: info@skillsdirectltd.com

WEEK ENDING DATE:

### CLIENT DETAILS

Company .....  
 Address .....  
 .....  
 Contact .....  
 Order No. ....

### TEMPORARY WORKER DETAILS

Mr/Mrs/Miss .....  
 Full Name .....

	HOURS				TOTAL	
	Start	Finish	Break	POA	Basic	Overtime
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						
<b>TOTAL HOURS</b>						

### EMPLOYEE DECLARATION - WORKING TIME

Please fill out this form to provide details of any work undertaken for another road transport employer, sign and return to **SKILLS DIRECT LTD** by 1800 hours every Monday.  
 Please note that charitable work and work undertaken as a special constable, retained firefighter or in the territorial Army will not count towards working time. However if you are engaged in any of these activities you will still need to inform us and should fill out the declaration below as if you were engaged in other work. We will exclude time spent on such activities from our calculations of your working time.

### EMPLOYER DECLARATION

#### Option A - NO OTHER WORK

I (name) .....hereby declare that I AM NOT currently engaged in any work outside of my commitments to **SKILLS DIRECT LTD** which would need to be included in the firms calculations of my working time under the new road transport regulations. I undertake to inform **SKILLS DIRECT LTD** immediately if this situation should change at any point during my employment.

#### Option B - OTHER WORK

I (name) .....hereby declare that I AM currently engaged in work outside of my commitments to **SKILLS DIRECT LTD** which would need to be included in the firms calculations of my working time under the new road transport regulations. I undertake to inform **SKILLS DIRECT LTD** immediately if this situation should change at any point during my employment.

Company	Hours worked	POA	Break

Candidate Signature: ..... Date: .....

DECLARATION: I/We hereby certify that the hours shown on this time sheet have been worked to our satisfaction and that the time sheet will form the basis of an invoice to be paid within (ten) days. We agree to be bound by the terms and conditions of business and acknowledge that should any temporary worker introduced by you accept an offer of employment from us, then the fee calculated in accordance with those terms and conditions will become payable.

Signing this timesheet we agree to abide by the Terms of Business which have been separately submitted to me

Client Signature: ..... Print Name: .....