



PLEASE SEND A COPY OF YOUR TIMESHEET TO YOUR CONSULTANT BY 9AM MONDAY

Apex Recruit | Innovation Centre | Knowledge Gateway | Colchester | CO4 3ZQ | Tel 0800 9949214

Locum Name		Job title		Client/Location	
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Please submit one timesheet for each week worked.

	Date	Start Time	Finish Time	Breaks	Hours	Ward	Authorised Signature
Mon							
Tue							
Wed							
Thurs							
Fri							
Sat							
Sun							

Total Hours	
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Declaration

- I confirm that the information I have submitted is complete and correct and I have not claimed elsewhere for the hours/shift 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 civil recovery proceedings.
- I consent to the disclosure of information from this form to 3rd parties and by public sector bodies for the purposes of verification of this claim and the investigation, prevention, detection and prosecuting of fraud.

Authorisation

- I am an authorised signatory for the Client stated above in compliance with internal processes and procedures. I am signing to confirm that both the grade and hours of the temporary worker stated above is accurate and that I approve payment.
- I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings.
- I consent to the disclosure of information from this form to 3rd parties and by the public sector bodies for the purposes of verification of this claim and the investigation, prevention, detection and prosecuting of fraud.

I (as the locum) confirm I have read, understood, and agreed to your terms and conditions (please tick to confirm)

Locum Signature		Print Name		Date	
Authorised Signature		Print Name		Date	

Apex Recruit terms of engagement apply to this booking, these will have been signed by you or your company. Any locum taken on a full-time/locum or bank basis or wishing to change agencies will be subject to the notice period as set out in those terms.

Fraud – if you believe a questionable timesheet has been submitted, please inform Apex Recruit Compliance, in confidence, via: timesheets@apex-recruit.co.uk