



& Management Consultancy Ltd
Transforming Lives

TIME SHEET

If you send scan by email copy please send in original later

Candidate name:

Week ending.....

Job Title:

Organisation:

FAMOUS REC.

*Island Business Centre
Suite 107A, Block Z,
18/36 Wellington Street
Woolwich, London
SE18 6PF*

Email: info@famousrecruitment.co.uk

Website: www.famousrecruitment.co.uk

Day	Date	Start time	Finish time	Lunch duration	Hours worked	Client's signature	Overtime	Day	Night
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
Sun									
Total									

Employee's signature-----

AUTHORISATION

Client signature: -----

Print name: -----

Organisation: -----

Date: -----

All time sheets must be received either by scan to the email on the time sheet or by hand to the agency on Mondays by 12.00 noon after the week starting your Shifts (i.e. Monday to Sunday).

Island Business Centre, Suite 107A, 18/36 Wellington Street, Woolwich, London SE18 6PF

Tel: 020 8855 9700, Mobile 07956 381 969, 07578 657 129.

Email: info@famousrecruitment.co.uk, www.famousrecruitment.co.uk

Licensed in England and Wales Reg. No. 05951461.

If we do not receive your time sheet/s by this time you will not get paid that week. Please turn over this page to read more about terms/conditions.

TERMS/CONDITIONS OF ENGAGEMENT/BUSINESS

Famous Recruitment & Management Consultancy, hereafter called 'the agency' supply this information as our terms of business for the supply of temporary staff, the conditions on which you accept the services of the agency, acting as Agent on your behalf, as an employment agency. The 1973 Employment Act and other relevant statutes apply. These conditions below are deemed to be acceptable by and binding on all clients for any member of our staff introduced by us and appointed by the client.

We do not accept responsibility for information provided by employers contracted to clients and strongly recommend clients check their validity prior to engagement. In case of qualified nurses, all statutory requirements as contained in the Nurses Agencies Regulations of 1961 inclusive of any statutory modifications are binding.

PAYMENT

Payment is required immediately on receipt of our invoice, as we have paid our employee by the time you receive the bill. We reserve the right to request a deposit in amount to be agreed security.

Against final payment

All payments on invoices should be received within 14 days from the date from the date of invoice, and unless we have specifically agreed different terms in advice, a surcharge of 10% would be levied on any such invoice not received.

TIME SHEETS

It is the employee's interest to ensure that their time sheet is signed each week for every week for every assignment and that it is submitted weekly before payments can be approved and made. Delays in time sheet submission may delay payments to employees.

STANDARDS OF CONDUCT

Whilst every effort is made by FAMOUS RECRUITMENT Agency to give satisfaction to the client by ensuring reasonable standards of skills, integrity and reliability from Temporary workers and further to provide them accordance with the Client's booking details, Famous Recruitment Agency is not liable for any loss, expense, damage or delay arising from any failure to provide a Temporary Worker for all the period of booking or from the negligence, dishonesty, misconduct or lack of skill of the Temporary Worker. For the avoidance of doubt, Famous Recruitment Agency does not exclude liability for death or personal injury arising from its own negligence.

DIRECTION / SUPERVISION

Temporary Workers are engaged by FAMOUS Recruitment Agency under contracts for services. They are deemed to be under the supervision, direction and control of the Client from the time they report to take up duties and for the duration of the Assignment. The Client agrees to be responsible for all acts, errors or omissions of the Temporary Worker, whether wilful, negligent or otherwise as though he was on the payroll of the Client. The Client will also comply in all respects with all statutes including, for the avoidance of doubt, the Working Time Regulations, by-laws, code of practice and legal requirements to which the Client is ordinarily subject in respect to the Client's own staff including in particular the provision of adequate Employer's and Public Liability Insurance cover for Temporary Worker during all assignments. The Client shall also advise Famous Recruitment Agency of any special health and safety matters about which Famous Recruitment Agency's duties under the Working Times Regulations by supplying any relevant information about the Assignment requested by Famous Recruitment Agency and the Client will not do anything to cause Famous Recruitment Agency to be in breach of its obligations under these Regulations. Where the Client requires or may require the services of a Temporary Worker for more than 48 hours in any week, the client must notify Famous Recruitment Agency of this requirement before the commencement of that week.

INDEMNIFICATION

The Client shall indemnify and keep indemnified Famous Recruitment Agency against any costs, claims or liabilities incurred by Famous Recruitment Agency arising out of any assignment or arising out of any non-compliance with clause (Liability Clause) and/or as a result of any breach of these Terms by the Client.

CANCELLATIONS

If you wish to cancel or amend the pre-booked services of our staff, you must provide at least 48 hours notice. Failure to do so will result in a full fee being charged to you for cancellation. If an employee contracted to you leaves an assignment prematurely or fails to attend, please telephone us immediately and we shall endeavour to provide a replacement.

COMPLAINTS

Any complaint against an employee contracted to you will be discussed in person with them and dealt with swiftly. For every serious complaint the employee would be taken off that duty until the complaint is fully investigated and dealt with in accordance with our Complaints and Grievance Procedure.

It is our policy to respond promptly to any of form of complaints seriously. All complaints will be fully and tactfully investigated, anonymity of complaints will be treated with respect, as will the confidentiality the complaint. We aim to conclude any investigation within 28 days and notify all parties concerned including the CQC or other bodies.

CONTRACT REQUIREMENTS

The engagement by a client of an employee contracted to them or former employee within the period of twelve months from the termination of any temporary assignment without prior agreement in writing from us whether for a definite or indefinite period on any basis whatsoever, or the introduction of such a current or former employee to another employer including Famous Recruitment Agencies, with a resulting engagement renders the original client liable for a Payment Place Fee of £2500 without the right of rebate as the quality and skill of the employee has been proven by the client or other employer.

CLIENTS ARE DEEMED TO ACCEPT THESE TERMS AND CONDITIONS IN THEIR ENTIRETY AS FAIR AND REASONABLE AND THAT THESE TERMS AND CONDITIONS ARE NOT UNFAIR OR RESTRICTIVE IN THEIR FORMAT, INTENT OR STRUCTURE.

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