

Candidate Name : _____

Job Title : _____

Grade/Band : _____

Booking Reference No : _____

Name of Client : _____

Department : _____



**Galaxy
Care Staffing**

"We Pride in excellent Care"

+44 1483 374 094

14-40 Victoria Road, Aldershot GU11 1TQ



TIMESHEET

Timesheets must be received by midday on Monday by Email (Scans Only)

Email To :

timesheets@galaxystaffing.co.uk

	Date DD/MM/YYYY	Start Time	Finish Time	Break Start	Break Finish	Total Hours Worked	Booking Reference	signature
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Please use 24-hour clock			Total Hours Worked :			NB: Breaks MAY be deducted in line with relevant Client Break Policy		

To be complete by Head of Department/Authorised signatory

In agreement with Galaxy Care Staffing Ltd Terms and Conditions, I confirm that I am an authorised signatory for my department. I am signing to confirm that the job title and band of the Agency Worker and the hours and/or shifts that I am authorising are accurate and I approve payment. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery procedures.

Signature :

Full Name :

Position :

Date :

Any Questionable timesheet must be immediately brought to the attention of Galaxy Care Staffing Ltd

I can confirm that I have undertaken the Client induction and orientation prior to the commencement of my first shift stated on this timesheet: ☐ Yes ☐ No



To be completed by Agency Worker

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 and/or shifts detailed on this timesheet. I understand that if I have knowingly provided false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings.

Signature :

Date :

Candidate Assessment - Please Complete

	Excellent	Good	Satisfactory	Poor
Clinical Knowledge				
Attitude				
Timekeeping				
Relationship with colleagues				
Communication Skills				
Did you have any concern regarding the candidate ?				
☐ Yes ☐ No				
Are you happy for this candidate to continue working within your department				
☐ Yes ☐ No				