



ADMIRAL

RECRUITMENT

passionate about people!

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 email careers@admiralgroup.com web www.admiralgroup.com

Please Tick Appropriate Office

CLIENT NAME
ADDRESS:
JOB DESCRIPTION:

REPORTING TO:				CLIENT ACCOUNT No:			PLACEMENT CODE:		
CLIENT ORDER No:		START TIME:		START DATE:		EMPLOYEES NAME:			EMP. No.
DAY	DATE	START	BREAK	FINISH	TOTAL HOURS DAILY	FOR ADMIN PURPOSES ONLY			
SAT									
SUN							HOURS	PAY	BILL
MON						STD			
TUES						O/T			
WED						O/T			
THURS						O/T			
FRI						TOTAL			
Signed timesheets must be with Admiral by 6.00pm on Friday for payment to be made in the following week.						WEEKLY TOTAL		Don't forget you can earn up to £200 for referring a new temp to us - Please ask at your branch for details	

This is an authorisation for payment of work satisfactorily completed and acceptance of our terms and conditions.

Client/Authorised Signature Print Name Please keep yellow copy for your records