

Driving Timesheet

TIMESHEETS MUST BE SUBMITTED BY **9AM** ON A **MONDAY** MORNING VIA EMAIL OR TEXT

Email: payroll@zoomrecruitment.co.uk

Text: 07809331310



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Full Name: _____ Consultant: _____

Company: _____ Site Location: _____

	Date	Vehicle Size	Start Time	Finish Time	Break Taken	Period Of Availability	Total Hours Authorised
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Candidate Legal Disclaimer

I understand that I am responsible for my own record of hours and that if my timesheet is not authorised by the client, filled out correctly or submitted on time then this may delay my payment. Any PCN fines incurred whilst working via Zoom Recruitment will be deducted from my salary. I declare that the information submitted is correct and if I knowingly provide false information this may result in disciplinary action and recovery proceedings. I understand that I am legally obliged to take all mandatory required tacho breaks in accordance with Road Working Time Regulations and all working time must be provided regardless of working for Zoom Recruitment or any other employer.

Signed: _____

Date: _____

Client Legal Requirement

I am authorised to sign and confirm that the hours on this timesheet are true and correct and any breaks taken are noted, if breaks are authorised as paid the client must specify on the timesheet. By signing I agree to Zoom Recruitments terms of business and if any candidate is directly engaged through the client or a different agency a standard introduction fee will apply.

Signed: _____

Name: _____

Position: _____ Date: _____