

Each timesheet must have a UNIQUE reference number or it will not be accepted.



Magisters Education

Timesheet Ref No: **H000094**

Tel: 0330 128 0969

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**Nutrix Personnel t/a Magisters Education Ltd**

Registered in England and Wales. Registration Number: 11357496  
Registered Office: Bridge House 25-27, The Bridge, Harrow, HA3 5AB

|                     |  |
|---------------------|--|
| Candidate Full Name |  |
| Employee Number     |  |
| Week Ending Date    |  |
| School Name         |  |
| Contact Name        |  |

### Hours Worked

| Day                         | Date<br>e.g. 01/09/19 | Start Time<br>e.g. 08:00 | Finish Time<br>e.g. 20:00 | Hours Worked<br>e.g. 12:00 | Position / Job Title | Authorised By (Signature) |
|-----------------------------|-----------------------|--------------------------|---------------------------|----------------------------|----------------------|---------------------------|
| Mon                         |                       |                          |                           |                            |                      |                           |
| Tue                         |                       |                          |                           |                            |                      |                           |
| Wed                         |                       |                          |                           |                            |                      |                           |
| Thu                         |                       |                          |                           |                            |                      |                           |
| Fri                         |                       |                          |                           |                            |                      |                           |
| Sat                         |                       |                          |                           |                            |                      |                           |
| Sun                         |                       |                          |                           |                            |                      |                           |
| Total hours worked in words |                       |                          |                           |                            |                      |                           |

### Approved Signatory

I am authorised signatory for this Customer. I am signing below to confirm that both the pay point and the hours/days that I am authorising are accurate and I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I agree to Nutrix Personnel t/a Magisters Education Terms and Conditions that can be found at [www.magisters.co.uk](http://www.magisters.co.uk).

Signed by \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

### Candidate Working

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/days 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 the civil recovery proceedings. I consent to the disclosure of information from this form to and by the Customer. I agree to the Nutrix Personnel Ltd t/a Magisters Education Terms and Conditions that can be found at [www.magisters.co.uk](http://www.magisters.co.uk).

Signed by \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_