

07999 941661 (Managing Director)
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 www.ekkleisiahealthcare.co.uk



STAFF NAME

POSITION

CLIENT/HOSPITAL/CARE HOME

| DAY | DATE | TIME START | TIME FINISHED | BREAKS | TOTAL HOURS | BANK HOLIDAY | TOTAL MILEAGE | MANAGER IN CHARGE |
|-------|------|------------|---------------|--------|-------------|--------------|---------------|-------------------|
| MON | | | | | | | | |
| TUES | | | | | | | | |
| WED | | | | | | | | |
| THURS | | | | | | | | |
| FRI | | | | | | | | |
| SAT | | | | | | | | |
| SUN | | | | | | | | |

TOTAL HOURS WORKED

I am an authorised signatory for the organisation. I am signing to confirm that the job title and band agency worker and the hours/ shift that above are accurate and I approve the 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 proceedings. I consent to the disclosure of the information from this form to the organisation for the purpose of verification of disclaiming and the investigation, prevention, detection and prosecution of fraud.

SIGNATUREDATE.....

PRINT NAMEPOSITION.....

N.B: Staff to send WHITE copy to office, YELLOW copy, leave with client, PINK copy to keep for records

Client feedback: (Comments on the staff)

Ekklesia Healthcare promotes an open policy, if you wish to discuss any concerns in relation to this person, please ring our Managing Director 07999 941661.

Office Hours Monday - Friday 9:00 AM - 6:00 PM

For office use only