Falkland College

Employment Programme Timesheet

- **This form must be submitted to Falkland College by Friday (12noon) each week. You can hand deliver or email fcclerk@college.ac.fk**
- **Timesheet needs to be signed off for the hours worked by your work placement Supervisor.**
- **Failure to submit your timesheet on time will result in you not being paid.**

***Employees Name:**

Address:

Telephone Number:

***Work Placement:**

Address:

Telephone:

Date	Work Carried out and Where	Skills used	Hours	Signature of Supervisor
Monday *Date:				
Tuesday *Date:				
Wednesday *Date:				
Thursday *Date:				
Friday *Date:				

Total hours worked	

- **All fields marked * must be completed**

***Signature of Supervisor…….. Date: ……**

***Signature of Employee …….. Date: ……..**

Proof of applying for other work(please list in the box below).

*

Office use only

Total hours worked on the Employment Scheme	Extra Hours worked	Amount Due	Signature of Employer