



18 Great James Street, Derry, BT48 7DA. Tel: 028 713 60070 Fax 028 7126 5297
 12 Dunmore Street, Coleraine, BT52 1EL Tel: 028 703 57035 Fax: 028 703 29690
 46 High Street, Omagh BT78 1BP Tel: 028 8224 2585 Fax 028 28840201

Please let us know your availability by ticking the appropriate boxes

	MON	TUES	WED	THUR	FRI	SAT	SUN
EARLY							
LATE							
NIGHT							

TEMPORARY EMPLOYEE: _____

NAME OF COMPANY : _____

(where placement is carried out)

DEPARTMENT: _____ WEEK ENDING Sun / /

	Start	Finish	Less Break Time	Total Hours	Overtime	Total Hours Inc. overtime
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
					Total Hours For week	

I hereby confirm the above hours. I further acknowledge and accept the terms and conditions of your Temporary Placement(s) Contract

I acknowledge that if we hire this temporary person as permanent or temporary staff, a placement fee shall be paid to MPA Recruitment.

SIGNATURE OF EMPLOYER: _____



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Deadline for timesheets 9am on Monday
Thank you for working for MPA!