

# Contract

## SCOTLAND

Week Ending (Friday) .... / .... / ....

Excellence • Innovation • Integrity • Partnership • Performance

### APPLICANT DETAILS

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_

To help us find you continuity of work, please indicate an expected contract completion date \_\_\_\_\_

### HOURS WORKED FOR W/E FRIDAY ..... / ..... / .....

	Sat	Sun	Mon	Tue	Wed	Thurs	Fri	Total
Start Time								
Finish Time								
Less Breaks								
Total Hours Worked								
Other (expenses, subsistence etc)								

If working on various sites, please show the breakdown (please ensure breakdown of hours worked equals the total hours worked).

SITE	HOURS WORKED	SITE	HOURS WORKED

### CLIENT AUTHORISATION

Name of Company: \_\_\_\_\_

Site (Client): \_\_\_\_\_ Contract No: \_\_\_\_\_

### DECLARATION

I hereby certify that the hours worked are correct and understand that this document will be used to calculate charges. I accept the terms and conditions of introduction issued by Contract Scotland Limited and am an authorised signatory on behalf of the Client.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position in Company: \_\_\_\_\_

White and Pink Copies are to be forwarded to:  
**Contract Scotland Ltd. Wages Department**  
 Scotia House, Castle Business Park, Stirling, FK9 4TZ.  
 Blue Copy to be retained by Client.  
 Green Copy to be retained by Temporary Worker.

#### FOR OFFICE USE ONLY

T/S Checked	T/S Input	Queries Resolved

Scotia House  
 Castle Business Park  
 Stirling  
 FK9 4TZ

Tel: (01786) 446651  
 Fax: (01786) 449420

payroll@contractscotland.co.uk  
 www.contractscotland.co.uk  
 Registered in Scotland 190122



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