FUTURE FORCE
RTO 21865

Trainee Timesheet

Week commencing: | **Trainee:** | **Host Company:**

Week ending:

Day	Date	Start Time	Lunch Break (hrs / minutes)	Finish Time	Hours / Minutes	Explanation (if req'd)
Thu						
Fri					0:00	
Sat					0:00	
Sun					0:00	
Mon					0:00	
Tue					0:00	
Wed					0:00	

Future Force office use Only

Normal Hours	Paid personal leave	Annual leave	Time x 1.25	Time x 1.5	Time x 2	Time x 2.5	Total hours
							Totals

Trainee signature _____

Authorising Supervisor _____

Auth. Spvr signature _____

Please forward completed & signed timesheet to e-mail:
admin@futureforce.com.au
by 3.00pm each Wednesday

enquiries: T: 03 9375 3100

Additional comment / explanation (if required)

Future Force office use only
Unpaid leave: