



175a High Street Poole BH15 1AZ
 Tel.01202 674488 Fax. 01202 649058

TEMPORARY STAFF HOLIDAY REQUEST FORM

NameDate.....

Please confirm if you are working full time/part time?

Holiday dates	Number of working days (full time)/hours(part time)to be paid
(Week 1)
(Week 2)

**Confirmation from Client required if currently in an assignment
through Jobshop**

Signed.....Name.....

Company.....

Please return holiday form to Jobshop UK as soon as possible to
ensure payment is made.

Office Use Only

Name:.....

Holiday taken:.....

Holiday remaining:.....

You must take your remaining holiday no later than:.....