

**1<sup>ST</sup> CHOICE STAFF RECRUITMENT**

**HOLIDAY REQUEST FORM**



**Bedford:** 01234 210025  
**Biggleswade:** 01767 316767  
**Milton Keynes:** 01908 695599  
**Huntingdon:** 01480 459141

Name: .....

Address: .....

.....

..... Postcode:.....

Payroll No: .....

No of requested days holiday:

Date from: ..... Date to:.....

Candidate Signature:..... Date:.....

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**CLIENT CONFIRMATION**

*I can confirm that I am happy to authorise the above requested holiday dates*

Client Authorisation:..... Date:.....

**All holiday is paid to the temp by 1<sup>st</sup> Choice Staff Recruitment – If the above dates are not convenient please telephone us on the relevant branch number above.**

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**OFFICE USE ONLY**

Checked: ..... Date: .....

Holiday relates to pay week number: