

SEVENOAKS DRIVERS AND STAFF AGENCY
01732 455660 (phone) 01732 743633 (fax)
TEMPORARY STAFF REGISTRATION FORM

REGISTERED
EMPLOYED
STAFF NUMBER

Contact and personal details

Surname Forename

Address

Postcode

Phone – home Phone – mobile

NI Number Date of Birth

Age Nationality Marital status

Do you have any dependants – Yes/No* How old are they

Are registered disabled – Yes/No* Do you have a criminal record Yes/No*

Class of driving licence - Class 1 Class 2 PCV 7.5 tonne Cars* it clean – Yes/No*

What type of work are you looking for?

Are you available–All week* Monday/Tuesday/Wednesday/Thursday/Friday*

Will you work at night – Yes/No* Will you work at weekends – Yes/No*

*cross out which doesn't apply

Education and qualifications

Secondary school (give dates)

University/college/further education

Qualifications

Interests

DRIVERS ONLY

Is your knowledge of London - Good/Fair/Poor * South east - Good/Fair/Poor*

Other areas of the country – Good/Fair/Poor Have you used a tachograph – Yes/No*

Do you have multi-drop experience – Yes/No* If yes, how many drops a day?

Do you have a digital tachograph card - Yes/No*

*cross out which doesn't apply

EMPLOYMENT HISTORY

Present/last employer

Address

Job title Responsibilities

Started Left Hours Salary

Reason for leaving

Employer

Address

Job title Responsibilities

Started Left Hours Salary

Reason for leaving

Employer

Address

Job title Responsibilities

Started Left Hours Salary

Reason for leaving

CAN WE CONTACT YOUR PREVIOUS EMPLOYER(S) FOR A REFERENCE - Yes/No

If not please give the names and addresses of two people who can supply references

Name

Address

What is your relationship with this person

Name

Address

What is your relationship with this person

How did you hear about us?

For office use only

LICENCES COPIED

Driving: Forklift: HIAB: Other(s)

References sent References received

P46 signed P45 received

To help us find the most suitable placement for you please answer the following questions.

Do you have a forklift licence – Yes/No* what type

*cross out which doesn't apply

Have you driven vehicles with any of the following, do you hold current licences - please tick

HIAB	ADR	Tipper	Skips	Hazchem	Rollon/rolloff	Fridge units
Freezer units	Tankers	Vacuum tankers	Dustcarts	Trailers		

Other – please specify

Have you delivered any of the following – please tick

Multi drop parcels	Food	Plant	Timber	Building materials
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Have you made deliveries with cash collection-Yes/No*

*cross out which doesn't apply

Have your worked in any for the following areas – please tick

Warehouse picking and packing	Fulfilment	Stock control	Labouring	Drivers
mate	Refuse collection	Gardening	other – please specify	

Please list any other skills or licences and certificates that might be relevant

Please read the declaration carefully and then sign and date your application form

I confirm that the above information is correct. I understand that misleading statements will be sufficient grounds for dismissal from the Agency. I also understand that any relevant questions unanswered may be discussed at the interview arising from this application.

Signature

Date

SEVENOAKS DRIVERS AND STAFF AGENCY

50 London Road, Riverhead, Sevenoaks, Kent TN13 2DE 01732 455660

TERMS OF ENGAGEMENT OF TEMPORARY WORKERS

1 DEFINITIONS

- 1.1 In these Terms of Engagement the following definitions apply:
- Employment Business** – means SEVENOAKS DRIVERS AND STAFF AGENCY, 50 LONDON ROAD, RIVERHEAD, SEVENOAKS, KENT TN13 2DE.
 - Temporary Worker** – means (Name of Temporary Worker)
 - Client** – means the person, firm or corporate body requiring the services of the Temporary Worker.
 - Assignment** – means the period during which the Temporary Worker is supplied to render services to the Client.
 - Relevant Period** – means the longer period of either 14 weeks from the first day on which the Temporary Worker worked for the Client, or 8 weeks from the day after the Temporary Worker was last supplied by the Employment Business to provide services to the Client.
 - Working Week** – means an average of 48 hours each week calculated over a seventeen-week reference period.
- 1.2 Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.
- 1.3 The headings used in these terms are for convenience only and do not affect their interpretation.

2 THE CONTRACT

- 2.1 These terms form a **'Contract for Services'** between the Employment Business and the Temporary Worker and govern all assignments arranged by the Employment Business and undertaken by the Temporary Worker. However, no contract shall exist between the Employment Business and the Temporary Worker between assignments.
- 2.2 For the avoidance of doubt, these Terms **do not** give rise to a **'Contract of Employment'** between the Employment Business and the Temporary Worker. The Temporary Worker is engaged as a self-employed worker, although the Employment Business is required to make statutory deductions from his wages in accordance with clause 4.1
- 2.3 No variation or alteration of these terms shall be valid unless approved by the Employment Business in writing.

3 ASSIGNMENTS

- 3.1 The Employment Business will endeavour to find suitable assignments for the Temporary Worker according to his experience and qualifications. The Temporary Worker is under no obligation to accept such an offer but, if accepted, he owes the normal common law duties of a worker as far as they are reasonably applicable.
- 3.2 The Temporary Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available and agrees that suitability shall be determined by the Employment Business; and that the Employment Business shall incur no liability to the Temporary Worker should it fail to offer opportunities to work.
- 3.3 For the purpose of calculating the average number of weekly hours worked by the temporary Worker on an assignment, the start date for the relevant averaging period under the Working Time Regulations 1998 shall be the date on which the Temporary Worker commences the first assignment.
- 3.4 If before the first assignment or during the course of an assignment or within the Relevant Period the Client wishes to employ the Temporary Worker, directly or indirectly, the Temporary Worker acknowledges that the Employment Business will be entitled to either charge the Client a fee or agree an extension of the hiring period with the Client at the end of which the Temporary Worker may be engaged directly by the Client or through another Employment Business without further charge to the Client. In addition the Employment business will be entitled to charge a fee to the Client if the Client introduces the Temporary Worker to a third party who subsequently engages the Temporary Worker during the Relevant Period

4 WAGES

- 4.1 The Employment Business shall pay to the Temporary Worker remuneration at a predetermined hourly rate, which shall not be less than the national Minimum Wage, for each hour worked, subject to deductions for the purpose of PAYE Class I National Insurance Contributions and Income Tax pursuant to S134 of the Income and Corporation Taxes Act 1998 (as amended) and any other deduction which the Employment Business may be required to make by law. Wages calculated to the nearest quarter hour will be paid weekly on Monday following the week during which the assignment took place. Payment will be by cheque to be collected from the office of the Employment Business. In the event of Monday being a public holiday payment will be on Tuesday. Payment shall be based on timesheets authorised and signed by the Client.
- 4.2 Subject to any statutory entitlement under the relevant legislation, the Temporary Worker is not entitled to receive payment from the Employment Business or Clients for time not spent on assignment, unless otherwise agreed.
- 4.3 The Employment Business shall undertake to pay the Temporary Worker his wages, less the statutory deductions, even if The Client does not pay The Employment Business for the services of The Temporary Worker.

5 HOLIDAYS

- 5.1 Under the Working Time Regulations 1998 (as amended), the Temporary Worker is entitled to 28 days paid holiday per year, including public holidays. If the Temporary Worker does not work a full year his holiday entitlement is prorated.
- 5.2 The Employment Business holiday year runs from January 1st to December 31st.
- 5.3 Holiday pay is calculated at the rate of 12.07% of the basic hourly rate and is added to the basic hourly rate to give the gross hourly pay rate. Holiday pay is paid only on the basic weekly hours. It is not paid on hours worked as overtime. Under this system you receive your holiday pay in advance as you earn it. Holiday pay is shown separately on the payslip. The basic hourly pay rate, excluding holiday pay will always be at least the Nation Minimum Wage

6 TIME SHEETS

- 6.1 At the end of each week of an assignment (or at the end of the assignment where it is for a period of one week or less or is completed before the end of a week) the Temporary Worker shall deliver to the Employment Business his time sheet duly completed to indicate the number of hours worked by him during the preceding week (or such lesser period) and signed by an authorised representative of the Client. Failure to submit a time sheet for hours worked by **9am on Monday following the week of the assignment** may cause you to miss the weekly pay run which will mean you will not be paid until the following week.

- 6.2 For the avoidance of doubt and for the purposes of the Working Time Regulations 1998 (as amended), subject to any overriding legislation, the Temporary Worker's working time shall only consist of those periods during which he is carrying out his activities or duties for the Client as part of his assignment. Time spent travelling to the Client's premises; lunch breaks and other rest breaks shall not count as part of the Temporary Workers working time for these purposes.

7 CONDUCT OF ASSIGNMENTS

- 7.1 The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if he does so, during every assignment and afterwards where appropriate, he will:
- Co-operate with the Client's staff and accept the direction, supervision and control of any responsible person in the Client's organisation;
 - Observe any relevant rules and regulations of the Client's establishment to which his attention has been drawn or which the Temporary Worker might be reasonably expected to ascertain;
 - Unless arrangements have been made to the contrary, conform to the normal hours of work in force at the Client's establishment;
 - Take all reasonable steps to safeguard his own safety and the safety of any other person who may be present or affected by his actions on the assignment and comply with the health and safety policies of the Client and/ or the Employment Business;
 - Not engage in any conduct detrimental to the interests of the Client or the Employment Business;
 - Not at any time divulge to any person, nor use for his own or any other person's benefit, any confidential information relating to the Client's or the Employment Business' employees, business affairs, transactions or finances.
- 7.2 If the Temporary Worker is unable for any reason to attend work during an Assignment he should inform the Client or the Employment Business as soon as possible and by no later than four hours before the assignment is due to commence to enable alternative arrangements to be made.

8 TERMINATION

- 8.1 The Employment Business or the Client may, without prior notice or liability, instruct the Temporary Worker to end the Assignment at any time.
- 8.2 The Temporary Worker may terminate an assignment within the notice period agreed by informing the Employment Business.

9 LAW

- 9.1 These Terms are governed by English law and are subject to the exclusive jurisdiction of the English Courts.

I have read, understand and agree with the terms and conditions set out in the Contract for Services above.

.....
Signed by the Temporary Worker

.....
Temporary Worker's Name

.....
Date