



**FIRST CALL  
RECRUITMENT  
SERVICES**

Registration Form

**1ST CALL RECRUITMENT SERVICES TEL:0800 772 0083**

**E: [Recruitment@1stcallrecruitmentservices.co.uk](mailto:Recruitment@1stcallrecruitmentservices.co.uk)**

## Personal details

Surname:		First names <i>(in full)</i> :									
Previous names <i>(including maiden name)</i> :		Title <i>(please select)</i> :		Date of birth:							
Nationality:		Contact details:									
Current address:		Home:		Email:							
Postcode:		Mobile:		Passport no:							
		Work:		Driving licence no:							
Are you available now? <i>If 'no', please state date when available?</i>		Yes		No							
National Insurance Number:		_ _ / _ _ / _ _ / _ _		Can you work?							
				Days		Nights		Shifts		Weekends	
Do you have a current driving licence?		Yes		No		Do you need a work permit?		Yes		No	
Do you belong to a trade union?		Yes		No		How do you normally get to work? <i>(eg car, public transport)</i> :					
Do you have safety boots?		Yes		No		Do you have a hi visibility vest?		Yes		No	
Do you have any criminal convictions?		Yes		No		If yes please state convictions and dates: <i>(Disclosures are subject to the Rehabilitation of Offenders Act 1974.) Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.</i>					
Do you have any health conditions or disabilities that are relevant to the position or role you seek? <i>(back or arm problems, eye or hearing conditions, diabetes, heart complaint wheel chair user or any other medical conditions which may impair your efficiency in the work you seek)</i>						Yes		No			
If 'yes' please specify and during your interview we will discuss your needs further.											
In the rare event of an emergency we need to be able to contact the appropriate person quickly:				What type of work are you looking for?							
Name of emergency contact:		Telephone day:		Temporary				Permanent			
Relationship <i>(e.g. partner, parent)</i> :		Telephone evening:		Description:							
What salary are you looking for?				How far <i>(in time)</i> are you willing to travel for work?							
Hourly: £		Annual: £									
Are there any companies you'd prefer to work for?				Are there any companies you do not want us to contact?							

Is there anything else you would like to tell us about yourself?

## Bank details

Name of bank:		Account no:				If Umbrella please name with reference number <i>(if applicable)</i> :	
Account in name of:		Sort code:					

## Work history

Please give details of your work history for the last 5 years starting with your most recent employer first. Please give full details, including month and year when listing dates, as we will seek to obtain references. Ask for a continuation sheet if required.

From <i>(mm/yy)</i> :	To <i>(mm/yy)</i> :	Types of vehicle driven?
Job title:	Department:	Type of trailer?
Company name & address:		How many drops/deliveries?
Postcode:		What areas?
Tel:		What else did you do?
Fax:		Salary/Pay rate: £
Name of manager: <i>(inc. title)</i>		Reason for leaving:
<b>(office use only)</b>	Sent	Received <input type="checkbox"/> <input type="checkbox"/>
From <i>(mm/yy)</i> :	To <i>(mm/yy)</i> :	Types of vehicle driven?
Job title:	Department:	Type of trailer?
Company name & address:		How many drops/deliveries?
Postcode:		What areas?
Tel:		What else did you do?
Fax:		Salary/Pay rate: £
Name of manager: <i>(inc. title)</i>		Reason for leaving:
<b>(office use only)</b>	Sent	Received <input type="checkbox"/> <input type="checkbox"/>
From <i>(mm/yy)</i> :	To <i>(mm/yy)</i> :	Types of vehicle driven?
Job title:	Department:	Type of trailer?
Company name & address:		How many drops/deliveries?
Postcode:		What areas?
Tel:		What else did you do?
Fax:		Salary/Pay rate: £
Name of manager: <i>(inc. title)</i>		Reason for leaving:
<b>(office use only)</b>	Sent	Received <input type="checkbox"/> <input type="checkbox"/>

## Experience

Please tick if you have had experience in any of the following:

'A' Frame	Draw bar	Moffet forklift	Ropes	Tail lift
ADR	Flat bed	Multi-drop	Royal mail	Tanker
Building supplies	Gas fridge	Nights out	Semi-auto	Timber
Cages	Hand ball	Parcels	Sheets	Tipper
Chains	Home delivery	Plant machinery	Skip	Transporter
Counter balance	Low loader	Reach	Splitter	Wagon & drag
Curtain sided	Manriser	Refrigerator	Steel	Wet fitting
Demount	Manual HIAB	Remote HIAB	Straps	White goods
Digital tacho	Mixer	Removals	Tachograph	Warehouse

## Declaration

1. Have you at any time in the last five years been convicted of any motoring offence?

Yes      No      If yes, please specify:

2. Have you during the past ten years had your licence suspended? At the date of signing this form is there any prosecution pending or has anything occurred which may result in a future prosecution?

Yes      No      If yes, please specify length of ban and any penalty points:

3. How many commercial accidents have you been in, in the last three years?

Yes      No      If yes, please specify w/dates:

4. Have you to your knowledge any physical or mental defect or infirmity or do you suffer from diabetes, heart complaint or any other disease which may impair your driving efficiency?

Yes      No      If yes, please specify:

I the undersigned undertake to inform you of anything occurring in the future which may result in a prosecution or my contracting any disease mentioned in 4 above.

I certify that I have worked the following hours during the past seven days:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Hours							

I confirm that 1st Call Recruitment services have given me timesheets and clear instructions on how to complete them. I am fully aware of the Working Time Road Transport Regulation and understand the importance of recording my working time accurately for 1st Call Recruitment Services and any additional work to enable them to maintain an accurate record of my weekly working time.

Please complete signature:

Name:

Date:

## Tachograph test

1. On UK journeys, the total time spent driving each day must not normally exceed *(please select one)*:

8 hours      9 hours      10 hours      11 hours

2. However, on 2 days in the week you may extend your driving time up to \_\_\_\_\_ hours.

3. You must take a statutory rest period after a period of accumulated driving of \_\_\_\_\_ hours.

4. After the period of accumulated driving you have given in Question 3, the statutory break must be at least \_\_\_\_\_ hours.

5. The daily rest periods of duty must not normally be less than \_\_\_\_\_

6. However, on 3 days a week this may be reduced to \_\_\_\_\_ hours.

7. The limit to any number of hours you can spend driving in any fortnight is *(please select one)*:

86 hours      90 hours      94 hours

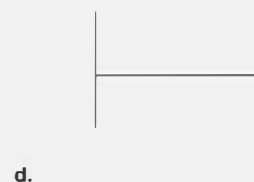
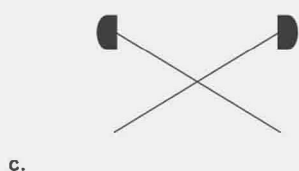
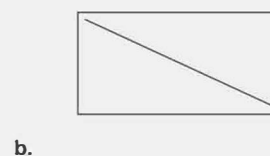
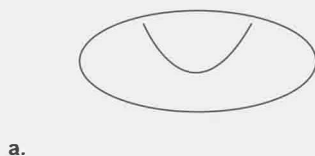
8. The normal weekly rest period ("the weekend break") should be at least \_\_\_\_\_ hours.

9. The fixed week, to which all these regulations apply runs from 00.01 hours on \_\_\_\_\_ to 23.59 hours on \_\_\_\_\_

10. You must hand in your completed tachograph chart to your employer/supervisor within \_\_\_\_\_ days.

11. If the tachograph in your vehicle breaks down while you are on a journey what must you do?

12. The following symbols on the selector indicate:



PAYEE (APPENDIX C)  
TERMS OF CONTRACT FOR SERVICES  
For Limited Company Contractors

Between  
1st Call Recruitment Services  
(hereinafter called the Employment Business)

And \_\_\_\_\_  
\_ (hereinafter called the Company)

**a) Definitions**

a. In these Terms of Engagement the following definitions apply:

**'Assignment'** means the period during which the Company is engaged by the Employment Business to render services to the Client;

**Client** means the person, firm or corporate body requiring the services of the Company;

**Company** means the Limited Company engaged by the Employment Business to provide the services of its employees, officers or representatives to the Client;

Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.

2 The headings contained in these Terms are for convenience only and do not affect their interpretation.

**b) The Contract**

- These terms constitute a contract for services between the Employment Business and the Company upon being signed on behalf of the Company and govern Assignments undertaken by the Company with the Client.
- No variation or alteration to these Terms shall be valid unless approved by a Director/Proprietor of the Employment Business in writing.
- For the avoidance of doubt these terms shall not be construed as a contract between any individual supplied or any representative of the Company and any of the liabilities of an employer arising out of the assignment shall be the liabilities of the Company.

**c) Assignments**

- The failure by the Employment Business to obtain suitable Assignments for the Company shall not give rise to any liability on the part of the Employment Business. The Company recognises that there may be periods between Assignments when no work is available.
- The Company shall not be obliged to accept an Assignment offered by the Employment Business nor shall the Employment Business be obliged to offer ongoing Assignments to the Company.
- Upon the acceptance by the Company of an Assignment the Employment Business shall supply the Company with a Time Sheet specifying the duration of the Assignment, the identity of the Client, the hourly rate payable by the Employment Business and such expenses as may be agreed, the notice period and any other relevant information.

**d) Timesheets**

- At the end of each week of an Assignment (or at the end of the Assignment when an Assignment is for a period of less than one week or is completed before the end of the week) the Company shall deliver to the Employment Business the Employment Business's timesheet duly completed to indicate the number of hours worked by the Employment Business no later than.....on..... following the week to which they relate. This timesheet must be accompanied by an invoice from the Company for the amount due from the Employment Business to the Company for the hours worked in that week. Such invoice should bear the Company's name, VAT number, and should state any VAT due on the invoice.
- The Employment Business shall not be obliged to pay any fees to the Company unless a signed timesheet and invoice have been properly submitted by the Company in accordance with sub-clause 4.1 of these Terms.

**e) Fees**

- The Company will receive payment from the Employment Business for an Assignment at the rate agreed for Services for each hour worked by the Company, plus VAT where appropriate.
- The Company shall be responsible for any PAYE, Income Tax and National Insurance Contributions and any other taxes and deductions payable in respect of its employees, officers or representatives for any Assignment.
- All payments will be made to the Company (or the Company's agent on its behalf, if so agreed in writing).

**f) Liability**

- The Company shall be liable for any loss, damage or injury to any party resulting from the negligent acts or omissions of its employees or officers during an Assignment.
- The Company shall ensure the provision of adequate Employer's Liability Insurance, Public Liability Insurance and any other suitable policies of insurance in respect of the Company and its employees or officers during an Assignment and shall make a copy of the policy available to the Employment Business upon request.

**g) Company's obligations**

- The Company agrees on its own part and on behalf of its officers and employees as follows:
- Not to engage in any conduct detrimental to the interests of the Employment Business or the Client which includes any conduct tending to bring the Employment Business or Client into disrepute or which results in the loss of custom or business.
- To be present during the times or for the total number of hours during each day/and or week of the Assignment as may be agreed with the Employment Business or Client.
- To take all responsible steps to safeguard its own safety of any other person who may be affected by its actions on the Assignment.

- To comply with all statutory obligates and codes of practice to which the Company is subject in respect of its employees and offices including but not limited to the Working Time Regulations.
- To comply with any rules and obligations in force at the premises where services are performed during Assignments to the extent that they are reasonably applicable.
- To co-operate with the Client's staff and accept the direction of any person in the Client's organisation to whom it is required to report and comply with all reasonable and lawful instructions within the scope of the Assignment made by the Client.
- To furnish the Employment Business with any progress reports as may be requested from time to time.
- The Company's obligations to provide the services pursuant to these Terms shall be performed by such suitability qualified members of the Company's officers or employee at any time, subject to first notifying the Employment Agency of such substitution.
- Subject to prior notification being given to the Employment Business, the Company may also substitute its own performance of the services, whether by the assignment or sub-contracting of the services, providing that the Company, the Employment Business and the relevant Client are reasonably satisfied that the substitute, assignee or sub-contractor has the necessary skills, qualifications or resources and personnel to provide the said service to the required standard and the terms of any such assignment or sub-contract are such as to enable each party to perform and comply with its obligations under this Agreement.
- To notify the Employment Business forthwith in writing if it should become insolvent, dissolved or subject to a winding up petition.
- To comply with all the requirement of VAT legislation and the Companies Act 1981.

## **1. Acknowledgement**

- a. The Company acknowledges that all copyright, trademarks, patents and other intellectual property rights deriving from services carried out by the Company and its employees or officers for the Client during the Assignment shall belong to the Client.

## **2. Computer Equipment Warranty**

1. The Company shall ensure that any computer equipment and associated software, which it provides to its employees or offices for the purpose of providing the services, contains anti-virus protection with the latest released upgrade from time to time and will be Year 2000 compliant.

### **a) Confidentiality**

- a. In order to protect the confidentiality and trade secrets of any Client and the Employment Business and without prejudice to every other duty, to keep secret all information given to it or gained in confidence, the Company agrees on its own part and on behalf of its employees and officers as follows:
  8. Not at any time whether during or after an Assignment (unless expressly so authorised by the Client or the Employment Business as a necessary part of the performance of its duties) to disclose to any person or to make use of any of the trade secrets or confidential information of the Client;
  9. To deliver up to the Client or the Employment Business (as directed) at the end of each Assignment all documents and other materials belonging to the Client (and all copies) which are in its possession including documents and other materials created by its or the employees or officers during the course of the Assignment;



10. Not at any time to make any copy, abstract, summary or précis of the whole or any part of any document or other material belonging to the Client except when required to do so in the course of its duties under an Assignment, in which event any such item shall belong to the Client or the Employment Business as appropriate.

**b) Termination**

1. An Assignment may be terminated by the Employment Business or the Company giving the other party in writing the period of notice specified in the assignment confirmation note.
2. Notwithstanding sub-clauses 11.1 and 11.5 of this Agreement, where required by the Client, the Employment Business may without notice and without liability instruct the Company to cease work on Assignment at any time, where:
  - 10 the Company has acted in breach of the rules and regulations applicable to the Client's own staff;
  - 11 the Client reasonably believes that the Company has not observed any condition of confidentiality applicable to the Company from time to time; or
  - 12 The Company becomes insolvent, dissolved or subject to a winding up petition
  - 13 For any reason the Company proves unsatisfactory to the Client.
    - Failure by the Company to give notice of termination as required in the assignment confirmation note shall constitute a breach of contract and shall entitle the Employment Business to claim damages from the Company for any resulting loss suffered by the Employment Business.
    - If the Company's employees are unable for any reason to work on an assignment the Company should inform the Employment Business by no later than 10.00am on the first day of absence to enable alternative arrangement to be made.
    - The Company acknowledges that the continuation of an Assignment is subject to, and conditioned by the continuation of the contract entered into between the Employment Business and the Client. In the event that the contract between the Employment Business and the Client is terminated for any reason the Assignment shall cease with immediate effect without liability to the Company.

**c) Obligations**

1. The Company warrants that he/she understands relevant obligations under the Working Time Regulations 1998 as amended and undertakes to only accept assignments which would not cause him/her to infringe those regulations.

**d) Law**

2. These terms are governed by the law of the country and the exclusive jurisdiction of the Courts of the country in which the Employment Business has its operation address.

I understand and agree to the above Terms of Engagement.

DIRECTOR \_\_\_\_\_

Signed on behalf of \_\_\_\_\_ Ltd (Company)

# 48 Hour opt out agreement

## 1. DEFINITIONS

1.1. In this Agreement the following definitions apply:-

“Assignment” means the period during which the Worker is engaged to render services to the Client.

“Client” means the person, firm or corporate body engaging the services of the Worker. means 1st Call Recruitment Services of .

“Employment Business” means you.

“Temporary Worker” means an average of 48 hours each week calculated over a 17 - 26 week reference period.

“Working Week”

1.2. References to the singular include the plural and references to the masculine include the feminine and vice versa.

1.3. The headings contained in this Agreement are for convenience only and do not affect their interpretation.

## 2. RESTRICTION

2.1. The Working Time Regulations 1998 provide that the Temporary Worker shall not work on an Assignment with the Client in excess of the Working Week unless s/he agrees in writing that this limit should not apply.

## 3. CONSENT

3.1. The Temporary Worker hereby agrees that the Working Week limit shall not apply to any Assignment given provided by 1st Call Recruitment Services.

## 4. WITHDRAWAL OF CONSENT

4.1. The Temporary Worker may end this Agreement by giving the Employment Business 1 week notice in writing.

4.2. For the avoidance of doubt, any notice bringing this Agreement to an end shall not be construed as termination by the Temporary Worker of an Assignment with a Client.

4.3. Upon the expiry of the notice period set out in clause 4.1 the Working Week limit shall apply with immediate effect.

## 5. THE LAW

5.1. These Terms are governed by the law of England and are subject to the exclusive jurisdiction of the Court of England.

Please complete signature:

Name:

Date:

# Terms of engagement

1.1. In these Terms of Engagement the following definitions apply:

"Assignment" means the period during which the Temporary Worker is supplied to render services to the Client; "Client" means the person, firm or corporate body requiring the services of the Temporary Worker together with any subsidiary or associated company as defined by the Companies Act 1985;

"Employment Business" means 1st Call Recruitment Services 2nd floor 3b Market Avenue, Ashton-under-Lyne OL6 6AR.

"Temporary Worker" means

"Relevant Period" means the longer period of either 14 weeks from

the [1] 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 the Client.

1.2. Unless the context otherwise requires, references to the singular include the plural.

1.3. The headings contained in these Terms are for convenience only and do not affect their interpretation.

## 2. THE CONTRACT

2.1. These Terms constitute a contract for services between the Employment Business and the Temporary Worker and they govern all Assignments 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 shall 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 the Temporary Worker's remuneration in accordance with clause 4.1.

2.3. No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Employment Business and the Temporary Worker and set out in writing and a copy of the varied terms is given to the Temporary Worker stating the date on or after which such varied terms shall apply.

## 3. ASSIGNMENTS

3.1 The Employment Business will endeavour to obtain suitable Assignments for the Temporary Worker to work as a [specify position(s) or type of work]. The Temporary Worker shall not be obliged to accept an Assignment offered by the Employment Business.

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 the suitability of the work to be offered shall be determined solely by the Employment Business; that the Employment Business shall incur no liability to the Temporary Worker should it fail to offer opportunities to work in the above category or in any other category; and that no contract shall exist between the Temporary Worker and the Employment Business during periods when the Temporary Worker is not working on an Assignment.

3.3 At the same time as an Assignment is offered to the Temporary Worker the Employment Business shall inform the Temporary Worker of the identity of the Client, and if applicable the nature of their business; the date the work is to commence and the duration or likely duration of the work; the type of work, location and hours during which the Temporary Worker would be required to work; the rate of remuneration that will be paid and any expenses payable by or to the Temporary Worker; and any risks to health and safety known to the Client in relation to the Assignment and the steps the Client has taken to prevent or control such risks. In addition the Employment Business shall inform the Temporary Worker what experience, training, qualifications and any authorisation required by law or a professional body the Client considers necessary or which are required by law to work in the Assignment.

3.4 Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any public or Bank holiday) following save where:

3.4.1 the Temporary Worker is being offered an Assignment in the same position as one in which the Temporary Worker had previously been supplied within the previous five business days and such information has already been given to the Temporary Worker; or

3.4.2 where, subject to clause 3.5, the Assignment is intended to last for 5 consecutive working days or less and such information has previously been given to the Temporary Worker before and remains unchanged.

3.5 Where an assignment is for five consecutive working days or less and the provisions of clause 3.4.2 are met, the Employment Business need only provide the Temporary Worker with verbal confirmation of the identity of the Hirer and the likely duration of the work. If the Assignment extends beyond the intended five consecutive working day period the Employment Business shall provide such information set out in clause 3.3 to the Temporary Worker in paper or electronic form within eight days of the start of the Assignment.

hours worked by the Temporary Worker on an Assignment, the start date for the relevant averaging period under the Working Time Regulations shall be the date on which the Temporary Worker commences the first Assignment.

3.7 If, before the first Assignment, during the course of an Assignment or within the Relevant Period the Client wishes to employ the Temporary Worker direct or through another employment business, the Temporary Worker acknowledges that the Employment Business will be entitled either to charge the Client a fee or to 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 within the Relevant Period.

## 4 REMUNERATION

4.1 The Employment Business shall pay to the Temporary Worker remuneration calculated at a minimum hourly rate being the national minimum rate of remuneration that the Employment Business reasonably expects to achieve, for all hours worked. The actual rate will be notified on a per Assignment basis, for each hour worked during an Assignment (to the nearest quarter hour) to be paid weekly in arrears, subject to deductions in respect of PAYE pursuant to Sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003 and Class 1 National Insurance Contributions and any other deductions which the Employment Business may be required by law to make.

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, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed.

## 5 STATUTORY LEAVE

5.1 For the purposes of calculating entitlement to paid annual leave pursuant to the Working Time Regulations 1998 under this clause, the leave year commences on the date that the Temporary Worker starts an Assignment or a series of Assignments.

5.2 The annual leave granted under these terms will always be the statutory minimum as it is from time to time. Under the Working Time Regulations 1998 (as amended), if the statutory minimum leave is subsequently decreased or increased then entitlement to leave under this clause will be decreased or increased so as to be set at the statutory minimum as it applies to any period in which work is carried out.

5.3 All entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year.

5.4 Where a Temporary Worker wishes to take paid leave during the course of an assignment s/he should notify the Employment Business of the dates of his/her intended absence giving notice of at least twice the length of the period of leave that s/he wishes to take. In certain circumstances the Employment Business may give counter-notice to the Temporary Worker to postpone or reduce the amount of leave that the Temporary Worker wishes to take and in such circumstances the Employment Business will inform the Temporary Worker in writing giving at least the same length of notice as the period of leave that it wishes to postpone or reduce it by.

5.5 Entitlement to payment for leave accrues in proportion to the amount of time worked continuously by the Temporary Worker on Assignment during the leave year. The amount of payment which the Temporary Worker will receive in respect of periods of annual leave taken during the course of an Assignment will be calculated in accordance with and paid in proportion to the number of hours which the Temporary Worker has worked on Assignment. Payments for annual leave will be calculated on the basis of rates paid during the Client's normal working hours i.e. those which do not attract overtime rates of pay.

5.6 In the course of any Assignment during the first leave year the Temporary Worker is entitled to request leave at the rate of one-twelfth of the Temporary Worker's total holiday entitlement in each month of the leave year.

5.7 Where a Bank Holiday or other Public Holiday falls during an Assignment and the Temporary Worker does not work on that day, then subject to the worker having accrued entitlement to payment for leave in accordance with clause 5.5, that day shall count as part of the Temporary Worker's paid annual leave entitlement.

5.8 Where this contract is terminated by either party and a P45 is requested, the Temporary Worker shall be entitled to a payment in lieu of any untaken leave where the amount of leave taken is less than the amount accrued in accordance with clause 5.5.

5.9 None of the provisions of this clause regarding the statutory entitlement to paid

leave shall affect the Temporary Worker's status as a self-employed worker.

## 6 SICKNESS ABSENCE

6.1 The Temporary Worker may be eligible for Statutory Sick Pay provided that s/he meets the relevant statutory criteria.

6.2 For the purposes of the Statutory Sick Pay scheme there is one qualifying day per week during the course of an assignment and that qualifying day shall be the Wednesday in every week.

## 7 TIME SHEETS

7.1 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 a time sheet duly completed to indicate the number of hours worked during the preceding week (or such lesser period) and signed by an authorised representative of the Client.

7.2 Subject to clause 7.3 The Employment Business shall pay the Temporary Worker for all hours worked regardless of whether the Employment Business has received payment from the Client for those hours.

7.3 Where the Temporary Worker fails to submit a properly authenticated time sheet the Employment Business shall, in a timely fashion, conduct further investigations into the hours claimed by the Temporary Worker and the reasons that the Client has refused to sign a timesheet in respect of those hours. This may delay any payment due to the Temporary Worker. The Employment Business shall make no payment to the Temporary Worker for hours not worked.

7.4 For the avoidance of doubt and for the purposes of the Working Time Regulations, the Temporary Worker's working time shall only consist of those periods during which s/he is carrying out activities or duties for the Client as part of the Assignment. Time spent travelling to the Client's premises; lunch breaks and other rest breaks shall not count as part of the Temporary Worker's working time for these purposes.

## 8 CONDUCT OF ASSIGNMENTS

8.1 The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if s/he does so, during every Assignment and afterwards where appropriate, s/he will: -

a. Co-operate with the Client's reasonable instructions and accept the direction, supervision and control of any responsible person in the Client's organisation;

b. Observe any relevant rules and regulations of the Client's establishment (including normal hours of work) to which attention has been drawn or which the Temporary Worker might reasonably be expected to ascertain;

c. Take all reasonable steps to safeguard his or her own health and safety and that of any other person who may be present or be affected by his or her actions on the Assignment and comply with the Health and Safety policies and procedures of the Client;

d. Not engage in any conduct detrimental to the interests of the Client;

e. Not at any time divulge to any person, nor use for his or her 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.

8.2 If the Temporary Worker is unable for any reason to attend work during the course of an Assignment s/he should inform the Client and/or the Employment Business within one hour of the commencement of the Assignment or shift.

8.3 If, either before or during the course of an Assignment, the Temporary Worker becomes aware of any reason why he may not be suitable for an Assignment, he shall notify the Employment Business without delay.

## 9 TERMINATION

9.1 The Employment Business or the Client may terminate the Temporary Worker's Assignment at any time without prior notice or liability.

9.2 The Temporary Worker may terminate an Assignment at any time without prior notice or liability.

9.3 If the Temporary Worker does not inform the Client or the Employment Business [in accordance with clause 8.2] should they be unable to attend work during the course of an assignment this will be treated as termination of the assignment by the Temporary Worker in accordance with clause 9.2 unless the Temporary Worker can show that exceptional circumstances prevented him or her from complying with clause 8.2.

9.4 If the Temporary Worker is absent during the course of an assignment and the contract has not been otherwise terminated under clauses 9.1, 9.2 or 9.3 above the employment business will be entitled to terminate the contract in accordance with clause 9.1 if the work to which the absent worker was assigned is no longer available for the Temporary Worker.

9.5 If the Temporary Worker does not report to the Employment Business to notify his/her availability for work for a period of three weeks, the Employment Business will forward his/her P45 to his/her last known address.

## 10 LAW

10. These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.

3.6 For the purpose of calculating the average number of weekly

**Please complete signature:**

**Name:**

**Date:**



## Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous three tax years. **Do not send this form to HM Revenue and Customs (HMRC).**

## Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. **Do not send this form to HMRC.**

## Employee's personal details

**1 Last name**

**2 First name(s)**  
Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth

**3 Are you male or female?**  
Male  Female

**4 Date of birth DD MM YYYY**

**5 Home address**  
  
  
  
Postcode  
  
Country

**6 National Insurance number (if known)**

**7 Employment start date DD MM YYYY**

## Employee statement

**8 You need to select only one of the following statements A, B or C**

- A**  This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B**  This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C**  As well as my new job, I have another job or receive a State or Occupational Pension.

**Please turn over >**

---

## Student Loan

**9** Do you have a Student Loan which is not fully repaid?

Yes  If yes, go to question 10

No  If no, go to question 12

**10** Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?

Yes  If yes, go to question 12

No  If no, go to question 11

## Student Loan Plans

You will have a Plan 1 Student Loan if:

- You lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before September 2012

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

**11** What type of Student Loan do you have?

Plan 1

Plan 2

**12** Did you finish your studies before the last 6 April?

Yes

No

For further guidance about repaying Student Loans go to [www.gov.uk/new-employee/student-loans](http://www.gov.uk/new-employee/student-loans)

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## Signature

## Name

Date DD MM YYYY

## ASSIGNMENT DETAILS FORM (AGENCY WORKER)

Agency Worker	Candidate ID
Name	
Address	
Postcode	

Hirer	Hirer ID
Name	
Address	
Postcode	
Nature of Hirer's business	
Hirer's contact for Agency Worker to report to on arrival:	

Type of Work
Location of Work
Hours of Work
The experience, training qualifications and any authorisation necessary or required by law or a profess
Any known health and safety risks and the steps the hirer has taken to reduce the risks:

Start date of the Assignment
Likely duration of the Assignment
Calendar weeks already accrued towards the Qualifying Period for the purposes of Regulations 7 and 8 of the Agency Workers Regulations 2010:
Qualifying SSP Days
Notice period from Temporary Worker

Hirer's collective facilities available to the Agency Worker
Any expenses payable:
Actual Rate of Pay [or] Actual QP Rate of Pay and any Emoluments [if the Qualifying Period has passed]
Intervals of payments:
Number of additional [paid/unpaid] annual leave days

Notice period required where Hirer wishes to engage the Agency Worker for a Period of Extended Hire
Period of Extended Hire if the Hirer wishes to engage the Agency Worker and avoid paying a Transfer Fee
Agency Worker's recruitment consultant's details

The Employment Business may use the Agency Worker's Personal Data to inform him/her of special offers or products in which he/she may be interested. If the Agency Worker wishes to receive such product information please tick this box
---

Signed by Agency Worker
Date



## TERMS OF ENGAGEMENT FOR AGENCY WORKERS

### (Contract for Services - individuals)

#### 1 DEFINITIONS

1.1 In these Terms, the following definitions apply:

<b>“Act”</b>	means Employment Agencies Act 1973 and all regulations made under that Act from time to time;
<b>“Actual QP Rate of Pay”</b>	means the rate of pay which will be paid to the Agency Worker if and when s/he completes the Qualifying Period. Such rate will be paid for each hour worked during an Assignment (to the nearest quarter hour) weekly in arrears, subject to Deductions and any agreed deductions, as set out in any variation to the relevant Assignment Details Form;
<b>“Actual Rate of Pay”</b>	means, unless and until the Agency Worker has completed the Qualifying Period, the rate of pay which will be paid for each hour worked during an Assignment (to the nearest quarter hour) weekly in arrears, subject to Deductions and any agreed deductions, as set out in the relevant Assignment Details Form;
<b>“Agency Worker”</b>	means ..... of ..... ..... supplied by the Employment Business to provide services to the Hirer;
<b>“Agency Workers Regulations”</b>	means the Agency Workers Regulations 2010;
<b>“Assignment”</b>	means assignment services to be performed by the Agency Worker for the Hirer for a period of time during which the Agency Worker is supplied by the Employment Business to work temporarily for and under the supervision of the Hirer;
<b>“Assignment Details Form”</b>	means written confirmation of the assignment details to be given to the Agency Worker upon acceptance of the Assignment;
<b>“Calendar Week”</b>	means any period of 7 days starting with the first day of the First Assignment;
<b>“Deductions”</b>	means any deductions which the Employment Business may be required by law to make and in particular in respect of PAYE pursuant to Sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003 and Class 1 National Insurance Contributions;
<b>“Data Protection Laws”</b>	means General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018, and any applicable law or regulation which supersedes or replaces any of the foregoing in the United Kingdom;
<b>“Emoluments”</b>	means any pay in addition to the Actual QP Rate of Pay;
<b>“Employment Business”</b>	means ..... which operates as an employment business in relation to the Agency Worker;

<b>“Engagement”</b>	means the engagement, employment or use of the Agency Worker by the Hirer or any third party to whom the Agency Worker has been introduced by the Hirer, on a permanent or temporary basis, whether under a contract of service or for services, and/or through a company of which the Agency Worker is an officer, employee or other representative, an agency, license, franchise or partnership arrangement, or any other engagement; and “Engage”, “Engages” and “Engaged” shall be construed accordingly;
<b>“First Assignment”</b>	means: <ul style="list-style-type: none"> <li>(a) the relevant Assignment; or</li> <li>(b) if, prior to the relevant Assignment: <ul style="list-style-type: none"> <li>(i) the Agency Worker has worked in any assignment in the same role with the relevant Hirer as the role in which the Agency Worker works in the relevant Assignment; and</li> <li>(ii) the relevant Qualifying Period commenced in any such assignment,</li> </ul> </li> </ul> <p>that assignment (an assignment being (for the purpose of this defined term) a period of time during which the Agency Worker is supplied by one or more Temporary Work Agencies to the relevant Hirer to work temporarily for and under the supervision and direction of the relevant Hirer);</p>
<b>“Hirer”</b>	means the person, firm or corporate body together with any subsidiary or associated company as defined by the Companies Act 2006 contracting to hire the services of the Agency Worker from the Employment Business;
<b>“Hirer’s Group”</b>	means: <ul style="list-style-type: none"> <li>(a) any individual, company, partnership, statutory body or other entity which from time to time Controls the Hirer, including (but not limited to) as a holding company as defined in section 1159 of the Companies Act 2006; and</li> <li>(b) any company, partnership, statutory body or other entity which from time to time is Controlled by or is under common Control with the Hirer, including (but not limited to) as a subsidiary or holding company as defined in section 1159 of the Companies Act 2006;</li> </ul>
<b>“Leave Year”</b>	means the period during which the Agency Worker accrues and may take statutory leave commencing on the date that the Agency Worker starts an Assignment or a series of Assignments;
<b>“NM”</b>	New Millennia Payroll Services Limited (Company No. 4254121) whose registered offices are at New Millennia, 1121 Ashton Old Road, Openshaw, Manchester, M11 1AA who the Employment Business has a contract with to perform certain services and to discharge certain obligations of the Employment Business in favour of the Agency Workers as set out in clauses 4.1 to 4.4 inclusive;
<b>“NM Privacy Policy”</b>	means the NM privacy policy setting out how NM processes personal data of the Agency Worker (as may



be updated by NM from time to time);

**“Personal Data”**

shall have the meaning given in the Data Protection Laws;

<b>“Period of Extended Hire”</b>	means any additional period that the Hirer wishes the Agency Worker to be supplied for beyond the duration of the original Assignment or series of assignments as an alternative to paying a Transfer Fee;
<b>“Qualifying Period”</b>	means 12 continuous Calendar Weeks during the whole or part of which the Agency Worker is supplied by one or more Temporary Work Agencies to the relevant Hirer to work temporarily for and under the supervision and direction of the relevant Hirer in the same role, and as further defined in Schedule 2 to these Terms;
<b>“Relevant Period”</b>	means: <ul style="list-style-type: none"> <li>(a) the period of 8 weeks commencing on the day after the last day on which the Agency Worker worked for the Hirer having been supplied by the Employment Business; or</li> <li>(b) the period of 14 weeks commencing on the first day on which the Agency Worker worked for the Hirer having been supplied by Employment Business or 14 weeks from the first day of the most recent Assignment where there has been a break of more than 6 weeks (42 days) since any previous assignment;</li> </ul>
<b>“Regulations”</b>	means the Conduct of Employment Agencies and Employment Businesses Regulations 2003;
<b>“Terms”</b>	means these terms of engagement (including the attached schedules) together with any applicable Assignment Details Form;
<b>“Temporary Work Agency”</b>	means as defined in Schedule 2 to these Terms;
<b>“Transfer Fee”</b>	means the fee payable by the Hirer to the Employment Business in accordance with clause 3.7, as permitted by Regulation 10 of the Regulations;
<b>“Working Time Regulations”</b>	means the Working Time Regulations 1998.

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. The headings contained in these Terms are for convenience only and do not affect their interpretation.

1.3 Any reference, express or implied to an enactment includes a reference to that enactment as from time to time amended, modified extended, re-enacted, replaced or applied by or under any other enactment (whether before or after the date of these Terms) and all subordinate legislation made (before or after these Terms) under it from time to time.

## **2 THE CONTRACT**

- 2.1 These Terms constitute a contract for services between the Employment Business and the Agency Worker and they govern all Assignments undertaken by the Agency Worker. However, no contract shall exist between the Employment Business and the Agency Worker between Assignments.
- 2.2 For the avoidance of doubt, these Terms shall not give rise to a contract of employment between the Employment Business and/or its agents and the Agency Worker. The Agency Worker is engaged as a worker, although the Employment Business is required to ensure statutory deductions from his remuneration are made in accordance with clause 4.4.
- 2.3 No variation or alteration of these Terms shall be valid unless set out in writing and approved by the Employment Business and the Agency Worker and a copy given to the Agency Worker within 5 working days of the date of such approval. The written variation shall state the date from which the varied term shall apply. Any variations of this clause 2.3 and clauses 4 and 10 shall also require written approval of NM.
- 2.4 For the purposes of the Act the Employment Business is an employment business which provides a work-finding service and so is prohibited under the Act from charging the Agency Worker a fee. In so far as the Employment Business provides goods or other services they are described and payable as stated on the Assignment Details Form and if none is stated then no goods or other services are provided by the Employment Business for which a fee is charged.

## **3 ASSIGNMENTS AND INFORMATION TO BE PROVIDED**

- 3.1 The Employment Business will endeavour to obtain suitable Assignments for the Agency Worker for the type of work .....  
The Agency Worker is not obliged to accept any Assignment offered by the Employment Business.
- 3.2 The Agency 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 solely by the Employment Business and that the Employment Business shall incur no liability to the Agency Worker should it fail to offer opportunities to take Assignments of the type shown on the Assignment Details Form.
- 3.3 At the same time as an Assignment is offered to the Agency Worker the Employment Business shall provide the Agency Worker with an Assignment Details Form setting out the following:
  - 3.3.1 the identity of the Hirer, and if applicable the nature of their business;
  - 3.3.2 the date the Assignment is to commence and the duration or likely duration of Assignment;
  - 3.3.3 the type of work, location and hours during which the Agency Worker would be required to work;
  - 3.3.4 the hourly rate that will be paid and any expenses payable by or to the Agency Worker;
  - 3.3.5 any risks to health and safety known to the Hirer in relation to the Assignment and the steps the Hirer has taken to prevent or control such risks; and
  - 3.3.6 what experience, training qualifications and any authorisation required by law or a professional body the Hirer considers necessary or which are required by law to work in the Assignment.

- 3.4 Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any Public or Bank Holiday) following save where:
- 3.4.1 the Agency Worker is being offered an Assignment in the same position as one in which the Agency Worker has previously been supplied within the previous 5 business days and such information has already been given to the Agency Worker and remains unchanged; or
- 3.4.2 subject to clause 3.5, the Assignment is intended to last for 5 consecutive business days or less and such information has previously been given to the Agency Worker before and remains unchanged, the Employment Business needs only to provide written confirmation of the identity of the Hirer and the likely duration of the Assignment.
- 3.5 Where the provisions of clause 3.4(b) are met but the Assignment extends beyond the intended 5 consecutive business day period, the Employment Business shall provide such information set out in clause 3.3 to the Agency Worker in paper or electronic form within 8 days of the start of the Assignment.
- 3.6 For the purpose of calculating the average number of weekly hours worked by the Agency Worker on an Assignment, the start date for the relevant averaging period under the Working Time Regulations shall be the date on which the Agency Worker commences the first Assignment.
- 3.7 If, before or during an Assignment or during the Relevant Period, the Hirer wishes to Engage the Agency Worker directly or through another employment business, the Agency Worker acknowledges that the Employment Business will be entitled either to charge the Hirer a Transfer Fee or to agree a Period of Extended Hire with the Hirer at the end of which the Agency Worker may be Engaged directly by the Hirer or through another employment business without further charge to the Hirer. In addition the Employment Business will be entitled to charge a Transfer Fee to the Hirer if the Hirer introduces the Agency Worker to a third party (other than another employment business) who subsequently Engages the Agency Worker, directly or indirectly, before or during an Assignment or within the Relevant Period.
- 3.8 If the Agency Worker has completed the Qualifying Period on the start date of the relevant Assignment or following completion of the Qualifying Period during the relevant Assignment, and if the Agency Worker is entitled to any terms and conditions relating to the duration of working time, night work, rest periods and/or rest breaks under the Agency Workers Regulations which are different and preferential to rights and entitlements relating to the same under the Working Time Regulations, any such terms and conditions will be as set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form (as appropriate).
- 3.9 If the Agency Worker considers that s/he has not or may not have received equal treatment under the Agency Workers Regulations, the Agency Worker may raise this in writing with the Employment Business setting out as fully as possible the basis of his/her concerns.

#### **4 REMUNERATION**

- 4.1 The Agency Worker shall be paid the Actual Rate of Pay unless and until the Agency Worker completes the Qualifying Period. The Actual Rate of Pay will be notified on a per Assignment basis and as set out in the relevant Assignment Details Form. The Agency worker will be entitled to a minimum rate of pay which is equal to or greater than National Minimum Wage.
- 4.2 If the Agency Worker has completed the Qualifying Period on the start date of the relevant Assignment or following completion of the Qualifying Period during the relevant Assignment, NM shall pay to the Agency Worker the Actual QP Rate of Pay and the Emoluments (if any),

which will be notified on a per Assignment basis and as set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form.

- 4.3 If the Agency Worker has completed the Qualifying Period on the start date of the relevant Assignment or following completion of the Qualifying Period during the relevant Assignment, the Agency Worker may be entitled to receive a bonus. The Agency Worker will comply with any requirements of the Employment Business, NM and/or the Hirer relating to the assessment of the Agency Worker's performance for the purpose of determining whether or not the Agency Worker is entitled to a bonus and the amount of any such bonus. If, subject to satisfying the relevant assessment criteria, the Agency Worker is entitled to receive a bonus, NM will pay the bonus to the Agency Worker.
- 4.4 The payment of the remuneration, administration of the Deductions and maintenance of all paperwork relating to it shall be the obligation and responsibility of NM on whose behalf the Employment Business is authorised to make this promise. Whilst NM may be shown on forms P45 and on the Agency Worker's payslips as the employer of the Agency Worker for income tax and Deductions purposes, the Agency Worker is in fact a worker and not an employee of either the Employment Business or NM for the purposes of the Employment Rights Act 1996 or other employment law.
- 4.5 The Agency Worker understands the limited role of NM as a provider of payroll payments and administration services to the Employment Business and consents to NM having the obligation and responsibility for payment of his or her remuneration and administering the Deductions. NM make promise of payment to the Agency Worker regardless of payment not being received from the Hirer.
- 4.6 Subject to any statutory entitlement under the Act or any other relevant legislation, the Agency Worker is not entitled to receive remuneration for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed in accordance with the details shown on the Assignment Details Form.

## **5 ANNUAL LEAVE**

- 5.1 The Agency Worker is entitled to paid annual leave according to the statutory minimum as provided by the Working Time Regulations from time to time. The current statutory entitlement to paid annual leave under the Working Time Regulations is 5.6 weeks.
- 5.2 Entitlement to payment for leave under clause 5.1 accrues in proportion to the amount of time worked by the Agency Worker on Assignment during the Leave Year.
- 5.3 Under the Agency Workers Regulations, on completion of the Qualifying Period the Agency Worker may be entitled to paid and/or unpaid annual leave in addition to the Agency Worker's entitlement to paid annual leave under the Working Time Regulations and in accordance with clauses 5.1 and 5.2. If this is the case, any such entitlement(s), the date from which any such entitlement(s) will commence and how payment for such entitlement(s) accrues will be as set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form.
- 5.4 All entitlement to leave must be taken during the course of the Leave Year in which it accrues and, save as may be set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form, none may be carried forward to the next year. The Agency Worker is responsible for ensuring that all paid annual leave is requested and taken within the Leave Year.

- 5.5 If the Agency Worker wishes to take paid leave during the course of an Assignment s/he should notify the Employment Business of the dates of his/her intended absence giving notice of at least twice the length of the period of leave that s/he wishes to take. In certain circumstances the Employment Business may require the Agency Worker to take paid annual leave at specific times or notify the Agency Worker of periods when paid annual leave cannot be taken. Where the Agency Worker has given notice of a request to take paid annual leave in accordance with this clause, the Employment Business may give counter-notice to the Agency Worker to postpone or reduce the amount of leave that the Agency Worker wishes to take. In such circumstances the Employment Business will inform the Agency Worker in writing giving at least the same length of notice as the period of leave that it wishes to postpone or reduce it by.
- 5.6 Subject to clause 5.3, the amount of payment which the Agency Worker will receive in respect of periods of annual leave taken during the course of an Assignment will be calculated in accordance with and paid in proportion to the number of hours which the Agency Worker has worked on Assignment.
- 5.7 Subject to clause 5.3, in the course of any Assignment during the first Leave Year, the Agency Worker is entitled to request leave at the rate of one-twelfth of the Agency Worker's total holiday entitlement in each month of the leave year.
- 5.8 Save where this clause is amended by the Assignment Details Form, where a bank holiday or other public holiday falls during an Assignment and the Agency Worker does not work on that day, then subject to the Agency Worker having accrued entitlement to payment for leave in accordance with clause 5.2 or clause 5.3 (if applicable), that day shall count as part of the Agency Worker's paid annual leave entitlement.
- 5.9 Where this contract is terminated by either party, the Agency Worker shall be entitled to a payment in lieu of any untaken leave where the amount of leave taken is less than the amount accrued in accordance with clause 5 at the date of termination.

## **6 SICKNESS ABSENCE**

- 6.1 The Agency Worker whilst a worker may be eligible for Statutory Sick Pay provided that he or she meets the relevant statutory criteria.
- 6.2 For the purposes of the Statutory Sick Pay scheme qualifying days are those which it is shown on the Assignment Details Form shall be worked each week during the course of an Assignment and if none are shown then there is one qualifying day per week which is the Wednesday in each week.
- 6.3 In the event that the Agency Worker submits a Statement of Fitness for Work ("the Statement") or similar medical evidence, which indicates that the Agency Worker may, subject to certain conditions, be fit to work/return to work, the Employment Business will in its absolute discretion determine whether the Agency Worker will be (a) placed in a new Assignment or (b) permitted to continue in an ongoing Assignment. In making such determination the Employment Business may consult with the Hirer and the Agency Worker as appropriate to assess whether the conditions identified in the Statement or similar documentation can be satisfied for the duration of the Assignment.

## **7 TIME SHEETS**

- 7.1 By 10.00 a.m. on the Monday following each week (or part week) of an Assignment the Agency 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 part week) and signed by an authorised representative of the Hirer. Failure to submit a time sheet for hours worked may delay payment for those hours whilst the Employment Business establishes that the Agency Worker has in fact worked the hours agreed for the Assignment. The Employment Business shall make no payment to the Agency Worker for hours not worked but the Employment Business shall pay the Agency Worker for all hours worked regardless of whether the Employment Business has received payment from the Hirer for those hours.
- 7.2 For the avoidance of doubt and for the purposes of the Working Time Regulations, the Agency Worker's working time shall only consist of those periods during which he is carrying out his activities or duties for the Hirer as part of the Assignment. Time spent between Assignments, whilst travelling to the Hirer's premises, lunch breaks and other rest breaks shall not count as part of the Agency Worker's working time for these purposes.

## **8 AGENCY WORKER'S OBLIGATIONS**

- 8.1 The Agency 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:
- 8.1.1 co-operate with the Hirer's lawful instructions and accept and act under the direction, supervision and control of any responsible person in the Hirer's organisation;
  - 8.1.2 observe any relevant rules and regulations of the Hirer's establishment (including normal hours of work) to which attention has been drawn or which the Agency Worker might reasonably be expected to ascertain;
  - 8.1.3 take all reasonable steps to safeguard his own health and safety and that of any other person who may be present or be affected by his actions on the Assignment and comply with the Health and Safety policies and procedures of the Hirer;
  - 8.1.4 not engage in any conduct detrimental to the interests of the Hirer or any other workers of the Hirer;
  - 8.1.5 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 Hirer's or the Employment Business', business affairs, transactions, finances, or employees;
  - 8.1.6 not commit any act or omission constituting unlawful discrimination against or harassment of any member of the Employment Business' or the Hirer's staff; and
  - 8.1.7 on completion of the Assignment or at any time when requested by the Hirer or the Employment Business, return to the Hirer or where appropriate, to the Employment Business, any Hirer property or items provided to the Agency Worker in connection with or for the purpose of the Assignment, including, but not limited to any equipment, materials, documents, swipe cards, ID cards, uniforms, personal protective equipment or clothing.
- 8.2 If the Agency Worker accepts any Assignment offered by the Employment Business, as soon as possible prior to the commencement of each such Assignment and during each Assignment (as appropriate) and at any time at the Employment Business' request, the Agency Worker undertakes to:
- 8.2.1 inform the Employment Business of any Calendar Weeks between 1 October 2011 and prior to the date of commencement of the relevant Assignment and/or during the relevant Assignment in which the Agency Worker has worked in the same or a

similar role with the relevant Hirer via any third party and which the Agency Worker believes count or may count toward the Qualifying Period;

- 8.2.2 provide the Employment Business with all the details of such work, including (without limitation) details of where, when and the period(s) during which such work was undertaken and any other details requested by the Employment Business; and
- 8.2.3 inform the Employment Business if, since 1 October 2011, s/he has prior to the date of commencement of the relevant Assignment and/or during the relevant Assignment:
  - 8.2.3.1 completed two or more assignments with the Hirer;
  - 8.2.3.2 completed at least one assignment with the Hirer and one or more earlier assignments with any member of the Hirer's Group; and/or
  - 8.2.3.3 worked in more than two roles during an assignment with the Hirer and on at least two occasions worked in a role that was not the same role as the previous role.
- 8.3 If the Agency Worker is unable for any reason to attend work during the course of an Assignment he should inform the Hirer and the Employment Business within one hour of the commencement of the Assignment or shift.
- 8.4 If at any time the Agency Worker becomes aware of any reason why he or she may not be suitable for an Assignment he or she shall notify the Employment Business without delay.
- 8.5 The Agency Worker warrants to the Employment Business that all information given to the Employment Business in relation to the Agency Worker and his or her qualifications, skills, experience and any other matters requested was when given, and will throughout the Assignment remain, true, accurate, complete and not misleading.

## **9 TERMINATION**

- 9.1 The Employment Business or the Hirer may, without prior notice or liability, terminate the Agency Worker's Assignment at any time.
- 9.2 The Agency Worker acknowledges that the continuation of an Assignment is subject to and conditioned by the continuation of the contract entered into between the Employment Business and the Hirer. In the event that the contract between the Employment Business and the Hirer is terminated for any reason the Assignment shall cease with immediate effect without liability to the Agency Worker (save for payment for hours worked by the Agency Worker up to the date of termination of the Assignment).
- 9.3 The Agency Worker may terminate an Assignment at any time by giving to the Employment Business notice in writing of the following period .....and if none is stated then no notice period is required.
- 9.4 If the Agency Worker does not inform the Hirer and the Employment Business that he or she will be unable to attend work during the course of an Assignment this will be treated as immediate termination of the Assignment by the Agency Worker .
- 9.5 If the Agency Worker is absent during the course of an Assignment and this contract has not been otherwise terminated the Employment Business will be entitled to terminate this contract in accordance with clause 9.1 if the work to which the Agency Worker was assigned is no longer available for the Agency Worker.
- 9.6 If the Agency Worker does not report to the Employment Business to notify his availability for work for a period of thirteen weeks following the end of the last Assignment, the Employment Business will have his P45 forwarded to his last known address by NM.



## **10 CONFIDENTIALITY AND DATA PROTECTION**

10.1 In connection with an Assignment, Personal Data of the Agency Worker will be disclosed to NM for the purposes referred to in clause 4 and third parties (including the Hirer) for the purposes of the Assignment.

## **11 INTELLECTUAL PROPERTY RIGHTS**

11.1 The Agency Worker acknowledges that all copyright, trademarks, patents and other intellectual property rights deriving from services carried out by him/her for the Hirer during the Assignment shall belong to the Hirer. Accordingly the Agency Worker shall execute all such documents and do all such acts as the Employment Business shall from time to time require in order to give effect to its rights pursuant to this clause.

## **12 CONFIDENTIALITY**

12.1 In order to protect the confidentiality and trade secrets of any Hirer and the Employment Business and without prejudice to every other duty to keep secret all information given to it or gained in confidence the Agency Worker agrees as follows:

12.1.1 time, whether during or after an Assignment (unless expressly so authorised by the Hirer, the Employment Business or NM as a necessary part of the performance of its duties) to disclose to any person or to make use of any of the trade secrets or the Confidential Information of the Hirer or the Employment Business or NM with the exception of information already in the public domain;

12.1.2 to deliver up to the Hirer, the Employment Business or NM (as directed) at the end of each Assignment all documents and other materials belonging to the Hirer (and all copies) which are in its possession including documents and other materials created by him/her during the course of the Assignment; and

12.1.3 not at any time to make any copy, abstract, summary or précis of the whole or any part of any document or other material belonging to the Hirer except when required to do so in the course of its duties under an Assignment in which event any such item shall belong to the Hirer or the Employment Business as appropriate.

## **13 SEVERABILITY**

13.1 If any of the provisions of these Terms shall be determined by any competent authority to be unenforceable to any extent, such provision shall, to that extent, be severed from the remaining Terms, which shall continue to be valid to the fullest extent permitted by applicable laws.

## **14 NOTICES**

14.1 All notices which are required to be given in accordance with these Terms shall be in writing and may be delivered personally or by first class prepaid post to the registered office of the party upon whom the notice is to be served or any other address that the party has notified the other party in writing, by email, facsimile transmission or via the electronic system operated by NM and the Employment Business. Any such notice shall be deemed to have been served: if by hand when delivered; if by first class post 48 hours following posting; and if by email, facsimile transmission or the electronic system, when that email, facsimile or electronic communication is sent.

**15 LAW**

15.1 These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.

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(Signed by the Agency Worker)

(Print Name)

Date \_\_\_\_\_

## SCHEDULE 1: 48 HOUR OPT OUT AGREEMENT

For use with Terms of Engagement of Agency Workers

### 1 DEFINITIONS

- 1.1 In this opt out Agreement the definitions and clause 1.2 used in the Terms apply and:  
“**Working Week**” means an average of 48 hours each week calculated over a 17-week reference period.

### 2 RESTRICTION

- 2.1 The Working Time Regulations 1998 provide that the Agency Worker shall not work on an Assignment with the Hirer in excess of the Working Week unless he agrees in writing that this limit should not apply.

### 3 CONSENT

- 3.1 The Agency Worker hereby agrees that the Working Week limit shall not apply to the Assignment.

### 4 WITHDRAWAL OF CONSENT

- 4.1 The Agency Worker may end this Agreement by giving the Employment Business 7 days notice in writing.
- 4.2 For the avoidance of doubt, any notice bringing this Agreement to an end shall not be construed as termination by the Agency Worker of an Assignment with the Hirer.
- 4.3 Upon the expiry of the notice period set out in clause 4.1 the Working Week limit shall apply with immediate effect.

### 5 LAW

- 5.1 These terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Court of England & Wales.

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(Signed by the Agency Worker)

(Print Name)

Date \_\_\_\_\_

**[NB A copy of this agreement is to be given to the Agency Worker]**

## **SCHEDULE 2: “QUALIFYING PERIOD” AND “TEMPORARY WORK AGENCY”**

For the purpose of the definition of "Qualifying Period" in clause 1.1 of these Terms, when calculating whether any weeks completed with the Hirer count as continuous towards the Qualifying Period, where:

- (a) the Agency Worker has started working during an assignment and there is a break, either between assignments or during an assignment, when the Agency Worker is not working;
- (b) the break is:
  - (i) for any reason and not more than six Calendar Weeks;
  - (ii) wholly due to the fact that the Agency Worker is incapable of working in consequence of sickness or injury and the break is 28 Calendar Weeks or less; paragraph (iii) does not apply; and, if required to do so by the Employment Business, the Agency Worker has provided such written medical evidence as may reasonably be required;
  - (iii) related to pregnancy, childbirth or maternity and is at a time in a protected period, being a period beginning at the start of the pregnancy and ending at the end of the 26 weeks beginning with childbirth (being the birth of a living child or the birth of a child whether living or dead after 24 weeks of pregnancy) or, if earlier, when the Agency Worker returns to work;
  - (iv) wholly for the purpose of taking time off or leave, whether statutory or contractual, to which the Agency Worker is otherwise entitled which is:
    - i ordinary, compulsory or additional maternity leave;
    - ii ordinary or additional adoption leave;
    - iii ordinary or additional paternity leave;
    - iv time off or other leave not listed in paragraphs (iv)i, ii, or iii above; or
    - v for more than one of the reasons listed in paragraphs (iv)i, ii, iii to iv above;
  - (v) wholly due to the fact that the Agency Worker is required to attend at any place in pursuance to being summoned for service as a juror and the break is 28 Calendar Weeks or less;
  - (vi) wholly due to a temporary cessation in the Hirer's requirement for any worker to be present at the establishment and work in a particular role for a pre-determined period of time according to the established custom and practices of the Hirer;
  - (vii) wholly due to a strike, lock-out or other industrial action at the Hirer's establishment; or
  - (viii) wholly due to more than one of the reasons listed in paragraphs (ii), (iii), (iv), (v), (vi) or (vii); and

- (c) the Agency Worker returns to work in the same role with the Hirer, any weeks during which the Agency Worker worked for the Hirer before the break shall be carried forward and treated as counting towards the Qualifying Period with any weeks during which the Agency Worker works for the Hirer after the break. In addition, when calculating the number of weeks during which the Agency Worker has worked, where the Agency Worker has started working in a role during an Assignment and is unable to continue working for a reason described in paragraph (b)(iii) or (b)(iv)i., ii, or iii., for the period that is covered by one or more such reasons, the Agency Worker shall be deemed to be working in that role with the Hirer for the original intended duration or likely duration of the relevant Assignment, whichever is the longer. For the avoidance of doubt, time spent by the Agency Worker working during an assignment before 1 October 2011 does not count for the purposes of the definition of "Qualifying Period".

"Temporary Work Agency" means as defined in Regulation 4 of the Agency Workers Regulations being a person engaged in the economic activity, public or private, whether or not operating for profit, and whether or not carrying on such activity in conjunction with others, of:

- (a) supplying individuals to work temporarily for and under the supervision and direction of hirers; or
- (b) paying for, or receiving or forwarding payment for, the services of individuals who are supplied to work temporarily for and under the supervision and direction of hirers.

Notwithstanding paragraph (b) of this definition a person is not a Temporary Work Agency if the person is engaged in the economic activity of paying for, or receiving or forwarding payments for, the services of individuals regardless of whether the individuals are supplied to work for hirers. For the purpose of this definition, a "hirer" means a person engaged in economic activity, public or private, whether or not operating for profit, to whom individuals are supplied, to work temporarily for and under the supervision and direction of that person.