



PLEASE READ THE INSTRUCTIONS BELOW AS WE MUST HAVE THE IDENTIFICATION REQUESTED

PLEASE COMPLETE THE APPLICATION FORM IN FULL

THE MORE INFORMATION THE BETTER – PLEASE HELP US TO HELP YOU

WE CANNOT SEE YOU WITHOUT AN AGREED APPOINTMENT TIME

DO NOT POST OR EMAIL YOUR PAPERWORK AS WE NEED TO SEE YOU IN PERSON

PLEASE CALL OUR **EASTBOURNE BRANCH TO MAKE A REGISTRATION APPOINTMENT**

TO REGISTER YOU **MUST PROVIDE THE FOLLOWING DOCUMENTATION**

VALID PASSPORT &/OR FULL BIRTH CERTIFICATE

PROOF OF NATIONAL INSURANCE NUMBER

NATIONAL INSURANCE CARD – P45 – P60 – JCP LETTER – CONFIRMATION OF NI APPLICATION ETC

PROOF OF NAME AND ADDRESS

UTILITY BILL - BANK OR CREDIT CARD STATEMENT – COUNCIL TAX STATEMENT ETC

YOU MUST ALSO SUPPLY A RECENT PHOTOGRAPH FOR YOUR FILE

PASSPORT SIZED PHOTOGRAPH PLEASE – WE CANNOT REGISTER YOU WITHOUT THIS

↑ WE CANNOT REGISTER YOU WITHOUT ALL OF THESE DOCUMENTS ↑

IN ADDITION WE WOULD APPRECIATE THE FOLLOWING IDENTIFICATION

AN UP TO DATE CV

THE MAJORITY OF CLIENTS INSIST ON THIS –
PLEASE COVER ALL OF YOUR RELEVANT EXPERIENCE

OFFICE STAFF MUST HAVE AN UP TO DATE CV

DRIVING LICENCE

PREFERABLY SUPPLY BOTH CARD & PAPER VERSIONS

CERTIFICATES & LICENCES

CONFIRMATION OF YOUR EXPERIENCE & QUALIFICATIONS

If applicable: ORIGINAL CURRENT Criminal Records Bureau CERTIFICATE

Please see **DBS / CRB information on the reverse of this page**

↑ IF POSSIBLE PLEASE ALSO SUPPLY THESE ADDITIONAL DOCUMENTS ↑

Non EU Countries & A2 Nationals

VISA paperwork MUST be provided with any other Home Office papers

FOR ALL CURRENT VACANCIES PLEASE VISIT OUR WEBSITE

WWW.NINETOFIVE.CO.UK

PLEASE READ THIS INFORMATION PRIOR TO YOUR APPOINTMENT

REGISTRATIONS

Ideally we would like you to register at our Eastbourne branch, as this branch deals with ALL Client enquiries. If we meet you at interview we can then match Candidate to Client – Coming to Eastbourne is in your interest for seeking Temporary and Permanent employment! **Please call 01323 643 154 during office hours to make the appointment.**

Please remember to supply the **requested identification** as mentioned on page 1 – this includes a passport sized photograph. **WE CANNOT REGISTER YOU WITHOUT A THE REQUESTED PAPERWORK**

Disclosure & Baring Services (DBS)

(Formerly known as Criminal Records Bureau certificate (CRB))

As a preferred supplier to local government & the care industry we would recommend that you apply for the certificate, especially if you are looking for temporary placements in Office & Administration, Catering, Hospitality & Housekeeping. 90% of temporary assignments require this certificate!! It is also an asset for your own CV when applying for employment

THE COST OF THIS CERTIFICATE IS CURRENTLY **NO PROFIT IS MADE BY NINE TO FIVE RECRUITMENT**

PLEASE NOTE: PREVIOUS DBS / CRB CERTIFICATES ARE NOT TRANSFERABLE

SHORT & LONG TERM TEMPORARY ASSIGNMENTS

OFFICE BASED STAFF – ADMIN ASSISTANT TO SECRETARY: ALL LEVELS

MUST BE PROFICIENT WITH WORD, EXCEL & OUTLOOK ETC

CURRENTLY 90% OF BOOKINGS REQUIRE DBS (CRB) CLEARANCE

CHEFS & COOKS – IDEALLY WITH EXPERIENCE IN CARE HOME COOKING

(MUST HAVE OWN CHEF WHITE & KNIVES – OWN TRANSPORT IS A BONUS)

CURRENTLY 90% OF BOOKINGS REQUIRE DBS (CRB) CLEARANCE

CATERING ASSISTANTS & HOUSEKEEPERS – IDEALLY WITH EXPERIENCE OF WORKING IN CARE HOMES

(HAPPY TO WORK IN AREAS THAT ARE NOT LOCAL VIA PUBLIC TRANSPORT / OWN TRANSPORT)

CURRENTLY 90% OF BOOKINGS REQUIRE DBS (CRB) CLEARANCE

WAITING STAFF – IDEALLY WITH SILVER SERVICE EXPERIENCE

(HAPPY TO WORK IN AREAS THAT ARE NOT LOCAL VIA PUBLIC TRANSPORT / OWN TRANSPORT)

LABOURERS / FACTORY PACKERS / CNC PRODUCTION OPERATORS

WITH OWN TRANSPORT AS BOOKINGS ARE NOT USUALLY LOCAL

IDEALLY WITH A CSCS CARD BUT NOT ALWAYS ESSENTIAL

EXPERIENCED HGV / LGV DRIVING ASSIGNMENTS

WITH CLEAN LICENCE & OWN TRANSPORT

KNOWLEDGE OF DRIVING IN EAST SUSSEX / KENT

IDEALLY WITH A RECYCLING WORKING BACKGROUND BUT NOT ALWAYS ESSENTIAL

PERMANENT VACANCIES CHANGE ON A DAILY BASIS

FOR MORE INFORMATION

REGARDING TEMPORARY & PERMANENT EMPLOYMENT

PLEASE VISIT OUR WEBSITE

WWW.NINETOFIVE.CO.UK

WE CANNOT SEE YOU WITHOUT AN AGREED APPOINTMENT TIME
DO NOT POST OR EMAIL YOUR PAPERWORK AS WE NEED TO SEE YOU IN PERSON
PLEASE CALL YOUR NEAREST BRANCH TO MAKE A REGISTRATION APPOINTMENT

DO YOU HAVE AN UP TO DATE CV? YES NO Please bring a hard copy to your appointment & email it to jobs@ninetofive.co.uk

IMPORTANT PLEASE SUPPLY A RECENT PHOTOGRAPH FOR YOUR FILE	Aspire	Recruit	Known As: (Nick Name)		
	Office Use ONLY TYPE OF WORK				
	1				
	2				
3					
P45 P46 P38 JSA 2nd Job		DBS/CRB No:			
CONSULTANT DATE		DBS/CRB Date:			

Date of Birth: Age: Nationality: National Insurance Number:

TITLE	FIRST NAME	MIDDLE NAME/S	
SURNAME		PREVIOUS OR MAIDEN NAME	
FULL ADDRESS			
			POST CODE
EMAIL ADDRESS - PLEASE WRITE CLEARLY!!			
HOME NUMBER		MOBILE NUMBER	
WORK NUMBER		FAX NUMBER	
NEXT OF KIN - NAME	RELATIONSHIP	CONTACT NUMBER	
ADDRESS & POST CODE			

*******FOR OFFICE USE ONLY*******
TO BE COMPLETED BY NINE TO FIVE RECRUITMENT STAFF DURING REGISTRATION

CERTIFICATES MUST BE PROVIDED FOR CERTAIN GENRES: CATERING, MANUAL HANDLING, DRIVING, CRB STAFF ETC							
AVAILABILITY	1 Months Notice	1 Weeks Notice	School Holidays ONLY	Available from:			
TEMPORARY BOOKINGS	£	PER HOUR	PERMANENT EMPLOYMENT	£	PER ANNUM		
OWN VEHICLE	YES	NO	PASSPORT / BIRTH CERTIFICATE	PP	BC	BOTH	
CLEAN LICENCE	YES	NO	PROOF OF NAME & ADDRESS	YES	NO	NOTE	
TYPE OF LICENCE			PROOF OF N-I NUMBER	YES	NO	NOTE	
OTHER COMMITMENTS	YES	NO	PAPER & CARD DRIVERS LICENCE	YES	NO	N/A	
RELOCATE OR TRAVEL	YES	NO	VISA PAPERWORK CHECKED	YES	NO	N/A	
SMOKER	YES	NO	DBS/CRB PROCEDURES DISCUSSED	YES	NO	N/A	
UP TO DATE CV Provided	YES	NO	PREVIOUS DBS/CRB COPIED	YES	NO	N/A	Not Transferable!
REQUESTED CV via email	YES	NO	PROOF OF QUALIFICATIONS COPIED	YES	NO	N/A	
Reference 1 Provided	YES	NO	REF 1 – APPLIED FOR / /	HAND OUT / CRB INFO DISCUSSED			
Reference 2 Provided	YES	NO	REF 2 – APPLIED FOR / /	CHECK LIST / SIGNED AREAS CHECKED			

Non EU countries & A2 Nationals: VISA paperwork must be provided & any other Home Office information

ALL CANDIDATES: WE CANNOT REGISTER YOU WITHOUT ALL OF THE REQUESTED PAPERWORK

RECRUITERS NOTES HERE PLEASE:

HMRC	PP No:	Nat:
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PLEASE PROVIDE 2 REFERENCES**REFERENCE 1: PREFERABLY YOUR CURRENT EMPLOYER****REFERENCE 2: PREFERABLY A RECENT PREVIOUS EMPLOYER**

IF YOU HAVE NOT BEEN EMPLOYED PREVIOUSLY PLEASE PROVIDE ACADEMIC REFERENCES

IF YOU **DO NOT** SUPPLY THIS INFORMATION THEN WE ARE UNABLE TO SEEK WORK ON YOUR BEHALF**WE CANNOT ACCEPT PERSONAL REFERENCES FROM RELATIVES**

Referee Name (1)				Referee Job Title			
Company Name				Email Address			
Full Address						Post Code	
Telephone				What was your Job?			
Dates of Employment	From		To		Reason for Leaving		

Referee Name (2)				Referee Job Title			
Company Name				Email Address			
Full Address						Post Code	
Telephone				What was your Job?			
Dates of Employment	From		To		Reason for Leaving		

CAN WE CONTACT THESE REFEREE'S NOW?	YES	NO
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IF NO PLEASE GIVE YOUR REASON		
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DECLARATION

Have you ever been convicted of any criminal offenses? (Under the provisions of the Rehabilitation of Offenders Act 1974, you are NOT obliged to give details of any spent convictions UNLESS you are working with children and/or vulnerable adults, in which case every conviction should be made known to us).

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENSES?	YES	NO
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PLEASE LIST DETAILS ON A SEPARATE SHEET

DO YOU HAVE ANY PROSECUTIONS PENDING?	YES	NO
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PLEASE LIST DETAILS ON A SEPARATE SHEET

HAS ANYTHING OCCURRED WHICH MAY RESULT IN ANY FUTURE PROSECUTION?	YES	NO
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PLEASE LIST DETAILS ON A SEPARATE SHEET

I CONFIRM THAT THE INFORMATION I HAVE GIVEN IS CORRECT AND THAT ANY MISLEADING INFORMATION WILL TERMINATE MY EMPLOYMENT IMMEDIATELY

Name	Signature	Date
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CONTRACT FOR SERVICES FOR PERMANENT PLACEMENTS (Terms of Engagement)

We at Nine to Five Recruitment are acting as an Employment Agency seeking employment on your behalf.

The "Type of Work" we are seeking on your behalf is _____

We are required to notify you of this in accordance with Regulation 14 of The Conduct of Employment Agencies and Employment Regulations 2003. **I AGREE THAT I AM IN CONTRACT WITH NINE TO FIVE RECRUITMENT & CANNOT ACCEPT EMPLOYMENT WITH ANY OF THEIR REGISTERED COMPANIES WHERE THEY HAVE SUPPLIED MY CV WITHOUT THE PERMISSION OF THE MANAGER**

Name	Sign	Date
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TEMPORARY WORKERS DECLARATION

Please note that your employer is Nine to Five Recruitment (not where you have been placed).

Please contact your branch should you need any advice on any booking or situation.

Should you apply for direct employment with a client you have worked for through us, or should they offer you permanent employment directly, you **MUST** advise us immediately as we need to "Release" you & discuss the Terms & Conditions with the prospective new employer. **I AGREE THAT I CANNOT ACCEPT EMPLOYMENT WITH ANY CLIENT THAT I HAVE WORKED FOR THROUGH NINE TO FIVE RECRUITMENT WITHOUT THE PERMISSION OF THE MANAGER**

Name	Sign	Date
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CONFIRMS YOUR WORK EXPERIENCE & TYPE OF WORK YOU ARE LOOKING FOR

ACCOUNTS	COMPUTER PACKAGES	ADOBE APPLICATIONS	CATERING HOSPITALITY	FACTORY
Book Keeping	AutoCAD	Acrobat Pro	Bar Person	C & C
Bought/Sales Ledger	Coreldraw	Dreamweaver	Catering Manager	E D M
Cashier	Graphic Design	Flash	Cook – Care Home CRB	Fore Person
Credit Control	Group Wise	Photoshop	Cook – Public House	Grinding
Finance Assistant	Lotus	Premiere	Chef - Head	Manager
Financial Accountant			Chef - Pastry	Milling
Financial Control	COMPUTER HARDWARE	PAYROLL APPLICATIONS	Chef - Sous	M R P
Management Accountant	Apple Mac	Pegasus	Chef de Partie	Packer
Part Qualified Accountant	Cabling	Project	Chef - Manager	P C B
PAYE/VAT Returns	Cisco	QuadroPro	Concierge/Porter	Radial Drilling
Payroll	Ethernet	Quark	Kitchen Assistant	Skilled Operator
Payroll Manager	Hubs	QuickBooks	Maitréd EXPERIENCED	Stores
Qualified Accountant	IBM	Sage	Publican EXPERIENCED	Turning
Reconciliations	PC	Sage Line 50	Waiting - Cocktails	Unskilled Operator
Trial Balance	Router	Sage Line 150	Waiting - General	Welder
	Maintenance	SuperCalc	Waiting - Silver Service	
ADMIN OFFICE & TYPIST	Switches	Tempaid	Waiting - Wine	ENGINEERING
Audio Typist EXPERIENCED		Uniplex		Biological Engineer
Basic Computer (Junior)	IT OPERATING SKILLS		CERTIFICATES PROOF	Chemical Engineer
BT Trained Operator	Citrix	LEGAL	Catering Diploma	Civil Engineer
Copy Typist EXPERIENCED	DOS	Commercial	CEMAP 1 - CEMAP 2	Electrical Engineer
Clerical (General)	Exchange	Conveyancing	CIS / SIA Security Badge	Instrument Engineer
Client Advisor	Linux	Litigation	CITB	Lab Technician
CRB Cleared ADMIN	Apple Mac OS X	Matrimonial	City & Guilds	Light & Sound
Customer Care	Novell	Paralegal	CPCS	Maintenance
Data Entry EXPERIENCED	UNIX	Probate	CRB Enhanced	Mechanical Engineer
Email EXPERIENCED			CRB General	Nuclear Engineer
Enquiries Clerk	IT SKILLS	MANAGEMENT	CSCS Card	Petro-Chemical Engineer
Events Coordinator	1 st Line Support	Accountancy	Degree Level	Process Engineer
Faxing Filing Photocopying	2 nd Line Support	Assistant	First Aid	Production Engineer
Front Office	3 rd Line Support	Distribution	Food & Hygiene	Quality Engineer
HR / Personnel (Assistant)	Analyst	Facilities	Forklift	Service Engineer
Internet EXPERIENCED	Analyst & Programmer	General	Health & Safety	
Mail Merge EXPERIENCED	Call logger	Hospitality	Hazardous Chemicals	MANUAL EXPERIENCED
Manual Typist EXPERIENCED	Desk Top Support	Office	Manual Handling	Bricklayer
Meeting & Greeting	Engineer	Production	NVQ 1 2 3 or 4	Carpenter
Office Junior (School leaver)	HARDWARE Support	Sales		Carpet Fitter
Problem Solving	Help Desk	Warehouse	DRIVING EXPERIENCED	Decorator
Property Management	HTML		3.5 Tonne	Dry Liners
Progress Clerk	Internet & Web Design	PERSONNEL	4.5 Tonne	Electrician
Real Estate	IT Tutor	Human Resources	7.5 Tonne	Gardener
RECEPTION Legal	Java Script	Recruitment	ADR	Grounds Person
RECEPTION Prop Services	Network Engineer	Training	Caterpillar	Handy Person
RECEPTION Real Estate	Programmer	Visiting Officer	Chauffeur	Hod Carrier
RECEPTIONIST	Project Manager	Welfare	Counter Balance	Industrial Sewer
TELEPHONIST	SOFTWARE Developer		Crane	Labourer
	SOFTWARE Support	MARKETING & PR	Delivery	Maintenance
SECRETARIAL EXPERIENCED	Server Support	Advertising	Forklift	Mechanic
Accountancy	Systems Engineer	Business Develop	HGV 1	Painter & Decorator
Acquisitions	Technician	Exhibitions	HGV 2	Painter
Commercial	Trainee	Graphic Display	HiAB	Plasterer
HR / Personnel	Trainer	In-Store Demos	IAM	Plumber
Legal	Web Design	Market Research	LGV C&E	Porter
Medical	MICROSOFT APPLICATIONS	Public Relations	LGV 1	Roofer
Minutes	Access	Purchasing	LGV 2	Sign Maker
Personal Assistant	Excel	Purchasing Manager	PSV	Waste Collector
Power of Attorney	Office 2000-2010	Sales	REACH	Welder/Fabricator
Private Clients	Outlook	Telemarketing / Telesales	Removals	
Probate	PowerPoint		TACHO CARD	
Share Holders	Project	SALES	TRACTOR	UNIFORMS ETC
Wills	Word	Analysis	VAN & TRANSIT	CATERING WHITES
Short Hand EXPERIENCED	Windows pre '98	Cashier		CHEFS KNIVES
	Windows 2000	Field Consultant	DOMESTIC	HIGH VIS JACKET
LANGUAGES FLUENT	Windows XP	Field Sales	Care Home CRB	OUT DOOR JACKET
Spanish	Windows Vista	Internal Sales	Construction	OWN TOOLS
French	Windows 7	Management	Hotel – House Keeper	SAFETY BOOTS
German	Windows Server 2003/R2	Retail	Industry	SUIT/OFFICE ATTIRE
	Windows Server 2008/R2		Office	WATERPROOFS

IT IS IN YOUR OWN INTEREST TO SUPPLY AN UP TO DATE CV
IF THIS IS THE CASE PLEASE WRITE "SEE CV" ON THE RELEVANT INFORMATION REQUESTS

EDUCATION

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

Education	From		To
Name of Establishment			
Qualifications: kjblj			

Education	From		To
Name of Establishment			
Qualifications:			

EMPLOYMENT

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

Work History	From		To
Name of Company			
Responsibilities:			

Work History	From		To
Name of Company			
Responsibilities:			

Work History	From		To
Name of Company			
Responsibilities:			

WWW.NINETOFIVE.CO.UK

FOR ALL CURRENT VACANCIES PLEASE VISIT OUR WEBSITE

INFORMATION REQUIRED FOR TEMPORARY WORKERS**IF YOU PREFER THIS AREA CAN WAIT UNTIL YOUR REGISTRATION APPOINTMENT****TEMPORARY ASSIGNMENTS**

**PLEASE NOTE: TIMESHEETS MUST BE WITH US BY 10AM MONDAY MORNING
ANY LATER COULD RESULT IN YOUR WAGES BEING HELD UNTIL THE FOLLOWING WEEK/S
YOU MUST HAVE AN AVAILABLE BANK ACCOUNT - WE CAN PAY BY CHEQUE ON 1 OCCASION ONLY
YOU SHOULD NOT DISCUSS YOUR HOURLY RATE WITH COLLEAGUES OR CLIENTS
THIS IS CONFIDENTIAL & IT IS IN YOUR OWN INTEREST TO KEEP THIS INFORMATION PRIVATE**

TAX CODE QUESTIONNAIRE**PLEASE ENSURE YOU GIVE AS MUCH INFORMATION AS POSSIBLE**

Your FULL Name			
Your FULL Address			
Date of Birth	Start Date	Office Use	

National Insurance Number									
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▼ PLEASE ANSWER ALL OF THESE QUESTIONS AS ACCURATELY AS POSSIBLE ▼

1. HAVE YOU SUPPLIED YOUR CURRENT P45?	YES	NO
If YES, Please ignore questions 2-6 (Ideally, your P45 should be no older than 3 months)		
2. WHERE IS YOUR P45?		
3. ARE YOU CLAIMING BENEFITS?	YES	NO
If YES, Please advise us what type of benefits you receive – when you register		
4. DO YOU HAVE ANOTHER JOB?	YES	NO
If YES, Please advise us about this – when you register		
5. ARE YOU RECEIVING A PENSION?	YES	NO
If YES, Please advise us about this – when you register		
6. WHERE DID YOU LAST WORK?		
7. WHEN DID YOU / DO YOU FINISH WORKING?		

******CONSULTANT: PLEASE COMPLETE A P46 IF NECESSARY******

Our method of payment to you is via BACS – this means your wages will be paid directly into your account
IN ORDER TO MAKE THIS POSSIBLE THE FOLLOWING DETAILS MUST BE COMPLETED IN FULL

Name of Bank or Building Society			
Full Address of Bank or Building Society			

SORT CODE					
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ACCOUNT NUMBER								
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If Applicable: Building Society Number _____

ACCOUNT HOLDERS NAME/S (As Written on your card or cheque book)

**YOU ACCUMULATE HOLIDAY PAY ON AN HOURLY BASIS - THIS IS KEPT UNTIL YOU ASK FOR IT
YOU MUST TAKE YOUR HOLIDAY PAY WITHIN A YEAR OF YOUR START DATE -
- AND EACH SUBSEQUENT YEAR THEREAFTER
YOU SHOULD GIVE US AT LEAST 1 WEEKS NOTICE FOR THIS REQUEST
IT IS UP TO YOU TO REQUEST THIS – WE DO NOT SEND REMINDERS**

Name	Signature	Date
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Bexhill (Head Office) - 33 Station Road • TN40 1RG • 01424 224 520
 bexhill@ninetofive.co.uk
 Eastbourne - 16 Gildredge Road • BN21 4RL • 01323 643 154
 eastbourne@ninetofive.co.uk
 Uckfield - 80 Newtown, High Street • TN22 5AE • 01825 768 778
 uckfield@ninetofive.co.uk
 Enquiries - jobs@ninetofive.co.uk

CONTRACT FOR SERVICES FOR TEMPORARY WORKER

TERMS OF ENGAGEMENT

Name of Temporary Worker:	Date of Registration:
Type of Work:	Availability:
Nine to Five (Sussex) Limited. Registered Office / Head Office: 33 Station Road, Bexhill on Sea, East Sussex TN40 1RG	
COMPANY REGISTRATION NUMBER: 2946716 – LICENCE NUMBER SE 15717 – VAT NUMBER 571 7038 39	

1: DEFINITIONS

1.1

In these Terms of Engagement the following definitions apply

“Assignment”

Means the period 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 as defined by the Companies Act 1985

“Employment Business”

Means Nine to Five Recruitment of 33 Station Road Bexhill TN40 1RG

“Temporary Worker”

Means you

“Type of Work”

Means as requested by the Temporary worker, this is the “Type of Work” we will endeavour to offer you

1.2

Unless the contract otherwise requires references to the singular include the plural

1.3

The headings contained in these Terms are convenience only & do not effect their interpretation

2: THE CONTRACT

2.1

These Terms constitute a contract for services between the Employment Business & the Temporary Worker & they govern all Assignments undertaken by the Temporary Worker – However, no contract shall exist between the Employment Business & the Temporary Worker between Assignments

2.2

For the Avoidance of doubts, these Terms shall not rise to a contract of employment between the Employment Business & 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

3: ASSIGNMENTS

3.1

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

(A) Co-operate with the clients reasonable instructions & accept the direction, supervision & control of any responsible person in the Clients organisation

(B) Observe any relevant rules & regulations of the Clients 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/her own health & safety & that any other person who may be present or be affected by his/her actions on the Assignment & comply with the Health & Safety policies & procedures of the Client

(D) Not engage in any conduct detrimental to the interest of the Client

(E) Not at any time divulge to any person, nor use his/her own or any other persons benefit, any confidential information relating to the Clients of the Employment Business’ employee’s, business affairs or finances

4: TIMESHEETS

4.1

Timesheets **MUST** reach us no later than **10am Mondays** – any later than this could delay your wages

5: REMUNERATION

5.1

The Company shall pay no less than the minimum wage per hour, although the actual rate of pay will be notified on per Assignment basis, for each hour worked during an Assignment (to the nearest quarter hour) to be paid in arrears, subject to deductions in respect of PAYE pursuant to sections 44-47 of the Income Tax (Earnings & Pensions) at 2003 & Class 1 National Insurance Contributions & any other deductions which the Employment Business may be required by law to make - You will be paid weekly in arrears.

5.2

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 reason unless otherwise agreed.

5.3

For the avoidance of doubt & for the purpose of the Working Time Regulations, the Temporary Workers working time shall only consist of those periods which she/he is carrying out activities or duties for the Clients as part of the Assignment. Time spent travelling to the Clients premises; lunch breaks & other rest breaks shall not count as part of the Temporary Workers working time for these purposes.

5.4

As a Temporary Worker you immediately qualify for holiday entitlement (up to 24 days a year if you work full time hours INCLUSIVE OF ALL BANK & PUBLIC HOLIDAYS), which shall be, accumulated pro rata from the 1st day of your 1st Assignment. You may ask for payment of holiday at any time (you do not have to be on holiday). All entitlements to leave must be taken during the course of the leave year in which it accrues & none may be carried forward to the next year.

5.5

We include an undertaking that the Employment Business will pay the work seeker in respect of work done by him/her, whether or not it is paid by the Client in respect of that work, as long as your timesheet/s is/are signed by the Client.

6: TERMINATION

6.1

The Employment Business or the Client may terminate the Temporary Workers Assignment at any time without prior notice or liability.

6.2

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

A MINIMUM OF 1 WEEKS NOTICE IS APPRECIATED!

6.3

If the Temporary Worker does not inform the Client, 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 unless the Temporary Worker can show that exceptional circumstances prevented him/her from attending work

6.4

If the Temporary Worker is absent during the course of an Assignment & the contract has not been otherwise terminated under the Employment Business will be entitled to terminate the Contract if the work to which the absent worker was assigned is no longer available for the Temporary Worker

7: LAW

7.1

These Terms are governed by the Law of England & Wales & are subject to the exclusive jurisdiction of the courts of England & Wales

Name in Full	Signature & Date
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8: WORKING REGULATIONS

8.1

With the reference to the Working Time Regulations 1998 (S.1. 1998/1833) the maximum hours for any one week should not exceed an average of 48 hours over a 17 week period. Should you wish to opt out of the maximum hour's clause, then you must sign the following declaration prior to commencement of the work.

8.2

I wish to opt out of the maximum working hours (clause 7.1) but understand that I must give two weeks written notice should I wish to revert back to this regulation.

Name in Full	Signature & Date
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