

# *rd resourcing ltd*

## APPLICATION FOR EMPLOYMENT

How did you hear about us?

Outlook    Payroll

Type of Work:    TEMP    PERM    BOTH	Interview Date:
Current Availability:	Interviewed By:

### Personnel Details

Surname:	First Name(s):
Date of Birth:	National Insurance No:
Address 1:	How Long at this address?
Postcode:	Email:
Address 2:	How Long at this address?
	Postcode:
Home Telephone No:	Mobile No:
Emergency Contact:	Contact No:
Own Transport?            Yes    No	Nationality:
Driving Licence?            Yes    No	
Do you require a work permit to work within the United Kingdom?    Yes    No	

### Bank Details

Bank/Building Society Name:	
Branch:	
Sort Code: (Should be 6 digits)	
Account No: (Should be 8 digits)	
Roll/Reference No: Building Society Only.	
Account Name:	

Which of the following photo ID documents have you produced at the time of interview? (Please tick below)

Passport           
  Driving license           
  Other (please state)
   
 .....

Have you been subjected to a CRB (Criminal Record Check)?    Yes     No

If 'Yes' please give details.....

.....Date.....

If 'No' would you have any objection to a CRB check being carried out?    Yes     No

I have personally read and completed the above and checked that the information I have provided is accurate.

Signed.....Date.....

**Availability**

DAYS	NIGHTS	EVENINGS	SHIFTS	WEEKENDS	Salary Expectations
					Min. £

I confirm that the information disclosed in this application form is relevant and correct and can be verified by references from previous employers and/or any professional bodies specified. I understand that information I have disclosed may be held on a computer database. I hereby give my permission for information I have disclosed to be divulged to companies or agents deemed necessary by **rd resourcing ltd** in relation to my application of work.

Do you have convictions, other than those spent?  Yes  No  
 If (Yes) please give details:

.....  
 .....  
 .....

As a temporary worker I can confirm that I have read and accepted the issued Terms of Engagement for Temporary Workers. Whilst working on assignments with **rd resourcing ltd**, I will ensure my signed timesheet is returned to the branch by 10.00 hours on the Monday morning following the week worked. I understand that failure to comply may result in late payment and any timesheets outstanding for a period of more than 30 days may compromise the ability to be paid. On the proviso that timesheets are received on time I confirm and understand that payments made will be by cheque or BACS paid fortnightly (on the Monday 2 weeks following) unless a bank holiday period delays payment. I also understand that should timesheets be received after the 10.00 hours deadline then they can not be processed for a further week resulting in a three week pay period.

I can confirm the information given and shown on the application form is complete and honest to the best of my knowledge. I understand that if I give false information this leaves me open to disciplinary action, which may lead to termination of contract.

Signed:..... Date:.....

**Employment History and referees**

Company Name: Name of referee:	Dates: From: To:
Address:	Salary:
Tel. No:	
Position/Duties:	Report To:
Company Name: Name of referee:	Dates: From: To:
Address:	Salary:
Tel. No:	
Position/Duties:	Report To:
Company Name: Name of referee:	Dates: From: To:
Address:	Salary:
Tel. No:	
Position/Duties:	Report To:
Company Name: Name of referee:	Dates: From: To:
Address:	Salary:
Tel. No:	
Position/Duties:	Report To:

**Qualifications/Courses attended**

Dates	Qualification/Course attended

**EQUAL OPPORTUNITIES**

**rd resourcing ltd** seeks to recruit staff on the basis of their suitability for a position and aims to ensure consideration of age, sex, marital status, disability and racial or ethnic origin should play no part in this process. In order to monitor the effectiveness of this commitment to equal opportunities, it would be helpful if you could complete the information below. The information provided is used for no other purpose than as that stated above.

**SEX:**

Male  Female

**MARITAL STATUS:**

Married  Separated  Divorced  Widowed  Single

**ETHNIC ORIGIN:**

<p><b>White:</b></p> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other White Background	<p><b>Mixed:</b></p> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other Mixed Background	<p><b>Black or Black British:</b></p> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black Background
<p><b>Asian or Asian British:</b></p> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian Background	<p><b>Other Ethnic Groups:</b></p> <input type="checkbox"/> Chinese <input type="checkbox"/> Other Ethnic Group	<p><b>Not Stated:</b></p> <input type="checkbox"/> Not Stated <input type="checkbox"/> I do not wish to disclose my ethnic group

**DISABILITY:** Are you registered disabled?  YES  NO

If (Yes) please specify: \_\_\_\_\_

**DEPENDANTS:**

- Young Children (0-16)
- Older Children (16+)
- Elderly Relatives

## WORK EXPERIENCE

Due to the recent AWR (Agency Workers Regulations) we require by law a list of all venues that you have worked at during the last year regardless of whether this was a temporary or permanent position.

Please continue on the 'Work Experience - Additional Notes' section on page 11 if necessary.

<p><b>1.</b> <b>Name of company:</b> <b>Contact names:</b> <b>Address:</b></p> <p><b>Dates worked</b> <b>Telephone No:</b> <b>Duties carried out:</b></p> <hr/>	<p><b>2.</b> <b>Name of company:</b> <b>Contact names:</b> <b>Address:</b></p> <p><b>Dates worked</b> <b>Telephone No:</b> <b>Duties carried out:</b></p> <hr/>
<p><b>3.</b> <b>Name of company:</b> <b>Contact names:</b> <b>Address:</b></p> <p><b>Dates worked</b> <b>Telephone No:</b> <b>Duties carried out:</b></p> <hr/>	<p><b>4.</b> <b>Name of company:</b> <b>Contact names:</b> <b>Address:</b></p> <p><b>Dates worked</b> <b>Telephone No:</b> <b>Duties carried out:</b></p> <hr/>
<p><b>5.</b> <b>Name of company:</b> <b>Contact names:</b> <b>Address:</b></p> <p><b>Dates worked</b> <b>Telephone No:</b> <b>Duties carried out:</b></p> <hr/>	<p><b>6.</b> <b>Name of company:</b> <b>Contact names:</b> <b>Address:</b></p> <p><b>Dates worked</b> <b>Telephone No:</b> <b>Duties carried out:</b></p> <hr/>
<p><b>7.</b> <b>Name of company:</b> <b>Contact names:</b> <b>Address:</b></p> <p><b>Dates worked</b> <b>Telephone No:</b> <b>Duties carried out:</b></p> <hr/>	<p><b>8.</b> <b>Name of company:</b> <b>Contact names:</b> <b>Address:</b></p> <p><b>Dates worked</b> <b>Telephone No:</b> <b>Duties carried out:</b></p> <hr/>

## INTERVIEW NOTES

**rd resourcing ltd** strives to ensure that you are recruited and selected for the job that you most want to do within the catering and hospitality sector. Please assist us to ensure your job satisfaction is as high as possible by answering these questions;

What jobs would you most like to do: .....

What jobs would you least like to do: .....

When would you like to work: .....

When would you not like to work .....

How best shall we contact you: ..... Confirm contact details: .....

Please add the names and contact details of anyone you know who may be interested in meeting us regarding either temporary or permanent work:

Name: ..... Contact details: .....

Name: ..... Contact details: .....

Name: ..... Contact details: .....

Name: ..... Contact details: .....

### Skill Evaluation (Tick what work you can do and have done before)

#### Chefs/Cooks

Exec. Head Chef		Cook (unqualified)		Assistant Cook (Unqualified)		Head Chef		Sous Chef	
Commis Chef		Chef de Partie		Fish		Pastry		Vegetable	
Sauces		Butchery		Larder		Other		Industrial Catering	

#### Waiting Bar / Staff

Restaurant Supervisor		Cocktails		Weddings		Head Waiter		Conference	
Bar Supervisor		Beer Pumps		Silver Service		Plated Service		Banqueting	
Bar Person		Wine Waiting		Nightclub					

#### Front of House

Counter Service Assistant		Clearing and Laying Up		Reception		Serving Alcohol			
Tea And Coffee		Using Till		Trolley Service		Salad Bar			

#### Back of House

Kitchen Porter (heavy)		Industrial Cleaning		Kitchen Assistant		Moving Stores		Veg. Preparation	
Machine Wash Up		General Cleaning		Portion Control		Handling Meat		Night Porter / Security	
House Keeping									

### Uniform / Equipment Evaluation (Tick which items you have)

Standard Black & White Uniform		Serving Cloth		White Gloves		Standard Chef Whites		Set of Chef Knives	
Waiters Friend (Bottle Opener)		Bow Tie		Silver Service Cutlery		Overall		Safety Shoes	

## Personnel Health Questionnaire and Health & Safety Declaration

To be completed by all catering workers

Have you ever suffered from:	Yes	No	Have you any disabilities affecting:	Yes	No
Dizziness			Standing		
Recurring chest disease			Walking		
Heart trouble			Stair climbing		
Back trouble			Lifting		
Diabetes			Use of Hands		
Ear trouble or deafness			Work at height on ladder/staging		
Fainting attacks			Ability to drive a motor vehicle		
Asthma			In the last 2 years have you been off work because of illness or injury? If yes, how many days?		
High Blood pressure			Have you now made a full recovery from your illness or injury? If no, a Doctor's Certificate is requested stating that you are safe to return to work in a food handling environment.		
Mental illness			Are you at present having any treatment or medicine prescribed by a doctor?		
Muscle or joint trouble			Have you ever suffered from Typhoid Fever?		
Recurring stomach trouble			Have you ever suffered from Paratyphoid fever?		
Fits or black outs			<b>Are you at present suffering from:</b>	<b>Yes</b>	<b>No</b>
Recurring headaches			A nasal infection		
Hay fever			A discharging ear		
Varicose veins			A cough/sore throat		
Skin trouble			Acne, boils, styes, burns or septic fingers		
Recurring bowel trouble			Diarrhoea, vomiting, abdominal pain or fever		
Eye trouble or defective vision not corrected by glasses			Any skin trouble affecting hands, arms or face		

I declare that all the forgoing statements are true and completed to the best of my knowledge. I know of no medical reason why I should not work in a food environment. Should this situation change whilst either: a) I am engaged on a temporary assignment with **rd resourcing ltd**, or b) In between assignments with **rd resourcing ltd**, I will immediately notify the relevant **rd resourcing ltd** member of staff and if appropriate, the company where I am working.

**Signature:**..... **Date:**.....

I ..... Whilst working as a temporary worker for **rd resourcing ltd** will a) not use any machinery unless experienced and able, b) not work on a dangerous machine (e.g. meat slicer) unless 18+ and supervised or experienced in the use of machinery. I will ensure at all times that I will take every precaution to a) avoid injury to myself and others, b) prevent damage to any equipment/machinery.

**Signature:**..... **Date:**.....

# TERMS OF ENGAGEMENT FOR TEMPORARY WORKERS

Between **rd resourcing ltd**  
(Hereinafter called the EMPLOYMENT BUSINESS) acting as an agent for the Client

and:- NAME: \_\_\_\_\_  
(Hereinafter called "TEMPORARY WORKER")

## 1. DEFINITIONS

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];

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

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

## 2. THE TERMS OF THE CONTRACT FOR SERVICES

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 his remuneration in accordance with clause 4.1.

2.3. No variation or alteration of these Terms shall be valid unless approved by the Employment Business in writing.

## 3. ASSIGNMENTS

3.1. The Employment Business will endeavour to obtain suitable Assignments for the Temporary Worker within the catering and hospitality sector.

3.2. The Temporary Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available and agrees: that suitability shall be determined solely by the Employment Business; and that the Employment Business shall incur no liability to the Temporary Worker should it fail to offer opportunities to work in the above category or in any other category.

3.3. For the purpose of calculating the average number of weekly hours worked by the Temporary Worker on an Assignment, the start date for the relevant averaging period under the Working Time Regulations shall be or the date on which the Temporary Worker commences the first Assignment.

## 4. REMUNERATION

4.1. The Employment Business shall pay to the Temporary Worker remuneration calculated at a minimum hourly rate of the National Minimum Wage or above. 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 Section 134 of the Income and Corporation Taxes Act 1988 and Class 1 National Insurance Contributions and any other deductions which the Employment Business may be required by law to make.

4.2. The Temporary Worker shall provide a completed P45 or P46, completed application form, and original passport and supporting identification papers upon application for work to the Employment Business. Failure to do so will result in delayed or reduced payment.

4.3. 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.

4.4. Any advance from the Employment Business to the Temporary Worker of whatever nature will be deducted from the pay of the Temporary Worker as soon as reasonably practicable.

4.5. The Employment Business may reimburse the Temporary Worker with expenses that are deemed by the Employment Business to be reasonable. Original expense forms with original receipts attached must be received by a manager of the Employment Business within four weeks of the expense being incurred. However the return of expenses are not available to staff unless agreed prior to the shift with a manager and approved by a manager upon submission.

4.6. Breaks will be deducted on the following basis:  
0-4 hours - no break deducted  
4-6 hours - 15 minutes deducted  
Over 6 hours-10 hours - 30 minutes deducted  
Over 10 hours - 45 minutes deducted

## 5. STATUTORY LEAVE

5.1. For the purposes of calculating entitlement to paid annual leave pursuant to Working Time Regulations 1998 under this clause, the leave year runs from April 6th to April 5th.

5.2. Under the Working Time Regulations 1998, the Temporary Worker is entitled to the current statutory leave per leave year. 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.

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 he has worked on Assignment.

5.3. Where the Temporary Worker wishes to take any leave to which he is entitled, he should notify the Employment Business in writing of the dates of his intended absence. The amount of notice which the Temporary Worker is required to give should be at least twice the length of the period of leave that he wishes to take. Unless the Employment Business informs the Temporary Worker in writing that it is not possible for him to take leave on the specified dates, the Temporary Worker shall be entitled to take up his notified leave entitlement.

## 6. SICKNESS ABSENCE

6.1. The Temporary Worker may be eligible for Statutory Sick Pay provided that 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. TIMESHEETS

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 his time sheet duly completed to indicate the number of hours worked by him during the preceding week (or such lesser period) and signed by an authorised representative of the Client. Failure to submit a time sheet for hours worked may delay payment for those hours.

7.2. The Temporary Worker must put his full name on the timesheet as it appears on the application form originally submitted to the Employment Business. Failure to do this may delay payment.

7.3. 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 he is carrying out his 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.

- 7.4. Providing a signed copy of the timesheet has been received by us, the employment business will pay the worker in respect of work done by them, whether or not it is paid by the hirer, in respect of that work.

**8. UNIFORM**

- 8.1. Uniform may be given to the Temporary Worker for an Assignment. The cost of the uniform must be covered by the worker, and returned in good condition where applicable.

**9. VEHICLES**

- 9.1. If the Temporary Worker has use of one of the vehicles of the Employment Business for the purposes of driving himself, alone or with other Temporary Workers, to any Assignment, then if any damage or loss should occur to this vehicle while the Temporary Worker has control of it, the Employment Business reserves the right to reduce payment to the Temporary Worker to cover part or all of the excess cost not covered by insurance.

**10. CONDUCT OF ASSIGNMENTS**

- 10.1. The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if he does so, during every Assignment and afterwards where appropriate, he will:-
- 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 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 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 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;
  - f) not at any time directly approach the Client for work outside the scope of this contract. This may be seen as an act of gross misconduct which could lead to disciplinary action being taken against the Temporary Worker, which in turn will affect the Temporary Worker's personnel file and future references.
- 10.2. If the Temporary Worker is unable for any reason to attend work during the course of an Assignment he should inform the Employment Business within twenty four hours of the commencement of the Assignment, and notification must be by way of a telephone call to a manager of the Employment Business, and not by way of a message left on an answerphone or text.
- 10.3. If you fail to turn up for a shift or you are more than twenty minutes late for the pickup or start time of your shift we may be required to seek from you a reimbursement of the costs caused by your failure to attend or delay to the shift. This remuneration may be at a rate of:
- a) failure to attend a shift - 2 hours of pay;
  - b) lateness of more than 20 minutes - 1 hour of pay.

**11. TERMINATION**

- 11.1. The Employment Business or the Client may, without prior notice or liability, terminate the Temporary Worker's Assignment at any time.
- 11.2. The Temporary Worker may terminate an Assignment in accordance with clause 10.2.

**12. LAW**

These Terms are governed by English Law and are subject to the exclusive jurisdiction of the English Courts.

\_\_\_\_\_  
**Signed by the Temporary Worker**

Date \_\_\_\_\_

## TRAVEL

We offer a partially subsidised travel policy to all staff who work within our company. You are able to use our transport service at a maximum cost of £1.50 per way, this is payable to the company and can be collected from your wages on the corresponding pay week.

One of our drivers will collect you from a pre-designated pickup point, take you to the venue of work and return you to that pick up point after the shift has ended. You are free to unsubscribe from this service at any time.

By signing these terms you are agreeing to the travel contribution to be deducted from your pay. This fee is non-refundable.

\_\_\_\_\_  
*Signed by the Temporary Worker*

Date \_\_\_\_\_

## OPT-OUT OF 48 HOUR WORKING WEEK AGREEMENT FOR TEMPORARY WORKERS

Between **rd resourcing ltd**  
(Hereinafter called the EMPLOYMENT BUSINESS) **acting as an agent for the Client**

and:- NAME: \_\_\_\_\_  
(Hereinafter called "TEMPORARY WORKER")

### 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;

**"Working Week"** means an average of 48 hours each week calculated over a 17-week reference period.

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 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 the Assignment.**

### 4. WITHDRAWAL OF CONSENT

4.1. The Temporary Worker may end this Agreement by giving the Employment Business one month's 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

These Terms are governed by English Law and are subject to the exclusive jurisdiction of the English Courts.

\_\_\_\_\_  
**Signed by the Temporary Worker**

Date \_\_\_\_\_

### **Work Experience - Additional Notes**

Please use this space to provide additional notes relating to your work experience, if necessary.