

COUNTY RECRUITMENT

14 Commercial Road
Swindon
SN1 5NF
01793 251 212

Notes to Temporary Workers

We are happy to welcome you to County Recruitment Ltd. We have a reputation to uphold and our reputation starts with you. We would therefore ask you to adhere to the following rules and regulations.

REGISTERING

We need a signed P45 or starter checklist when registering. You must sign the form, in the space provided to verify the contents.

BOOKINGS

Please ensure that you get to your booking and that you are capable of doing the job. Please note that you should remain until the work is finished, leaving before completion will result in loss of pay.

UNABLE TO ATTEND / SICKNESS

Please notify us as soon as possible, failure to do so can result in no further bookings from County Recruitment. We have full 24 hours out of office contact 01793 251 212 (leave a message) or 07939 444 383/ 07939 444 210 (text).

DRESS

Ensure you are appropriately dressed and that you arrive in plenty of time.

AT THE BOOKING

Try to settle in as quickly as possible and always ask if you are unsure about anything. Try to create a good impression.

TIMESHEET

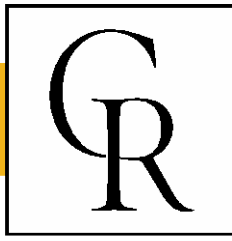
The client will be responsible for submitting timesheets to County Recruitment for the hours worked no later than Monday for payment on Friday of that week. This will be verified and approved by County Recruitment prior to payslips being submitted and payment made.

County Recruitment shall pay for all hours worked regardless of whether County Recruitment has received payment for these hours. County Recruitment shall make no payment for hours not worked.

PAY DAY

Net pay Friday of the following week by BACS. In the event of any overpayment being made as a result of a mistake on the part of County Recruitment Ltd, I agree that a deduction can be made from my future wages or by direct repayment from me.

Money will be paid in to your nominated bank account the morning of pay day no later than midday.



HOLIDAY PAY

You are entitled to holiday as per government guidelines. Any holiday owed at the end of your assignment will be paid in full once you have been processed as a leaver.

COUNTY RECRUITMENT

PAYE / NATIONAL INSURANCE

Your tax office is Wiltshire Court, Farnsby Street, Swindon, SN1 5AN. We deduct NI, therefore it is your responsibility to supply us with your correct NI number or you may lose future social security benefits.

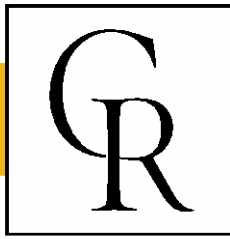
THE CONTRACT

County Recruitment will offer you work in industrial, driving or commercial contracts and will at all times of the booking fully explain what the duties involve. Your minimum rate of pay will be no less than the minimum national hourly rate. However, many contracts will pay more and this will again be discussed before you need to accept the booking.

You as the temporary worker, acknowledge that the nature of temporary work means that there may be periods when no suitable work is available, and you agree that suitability shall be determined solely by County Recruitment. County Recruitment shall incur no liability to the temporary worker should it fail to offer opportunities to work.

Subject to any statutory entitlement under the relevant legislation, the temporary worker is not entitled to receive payment from County Recruitment or its clients for the time not spent on assignment, whether in respect of holiday, illness or absence for any other reason unless otherwise agreed.

I am happy to work over 48 hours per week if offered to me and agree to opt out of the working time regulations unless I notify County Recruitment in writing of any change of mind regarding this regulation.



COUNTY RECRUITMENT DECLARATION

I confirm the details on this form are correct

PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS

FOR OFFICE USE ONLY
Reviewed by: _____
Signature: _____
Date: _____

Today's Date: _____

YOUR DETAILS:

Mr / Mrs / Miss / Ms – Please select one

First Name: _____ Surname: _____

Marital Status: _____ Maiden Name: _____

Address: _____

Postcode: _____

Home Telephone: _____ Mobile Number: _____

Email (REQUIRED): _____

Date of Birth: _____ NI Number: _____

Criminal record: _____ Smoker: _____ Nationality: _____

WHAT ARE YOU LOOKING FOR?

Job Title: _____

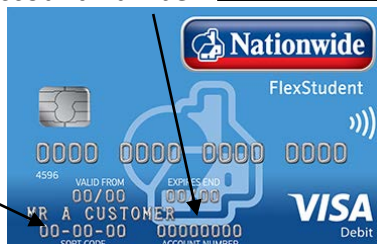
Rate of Pay: _____ Hours / Shift Preference: _____

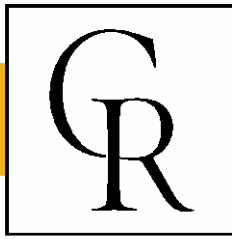
BANK DETAILS

Bank Name and address: _____

Account Name: _____

Sort Code: _____ Account Number: _____





COUNTY RECRUITMENT

DATA PROTECTION CONSENT:

I hereby give consent for my personal details to be held by County Recruitment for the purpose of finding me employment, for the payment of this employment and any other related matters.

Signature: _____

Date: _____