

# COUNTY RECRUITMENT

## **Important**      **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 its contents.

### **BOOKINGS**

Please ensure that you arrive at your work placement on time and that you remain until the work is finished/ you have completed the agreed hours for the day. Leaving before these 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 hour out of office contact (07932 985532 or 07939 444 210) or (01793 251212 – Office hours only!) for you to leave a voicemail or text.

### **DRESS CODE**

Ensure you are appropriately dressed for the position – more information will be given when you speak to our representatives.

### **AT THE PLACE OF EMPLOYMENT**

Create a good impression by trying to settle in as quickly as possible and always ask if you are unsure of anything.

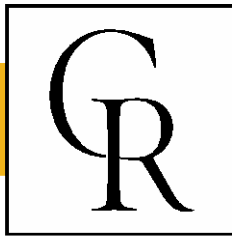
### **TIMESHEETS**

The client will be responsible for submitting timesheets to County Recruitment, for the hours worked, no later than Monday for payment Friday of that week. These will be verified and approved by County Recruitment prior to payslips being submitted and payment made. County Recruitment will make no payment for hours not worked.

County Recruitment shall pay for all hours worked regardless of whether County Recruitment has received payment for these hours.

### **PAYSLIPS**

Your payslips will be issued during the week after you have worked and before your money reaches your bank so you can check them. Initially you will receive two emails from **SAGE**. You will need to open these and follow the instructions to set up your own secure payroll portal to which all your payslips will be sent. If you have a problem with access or do not receive these emails (Check your SPAM folder please!) you will need to come into the office with your phone and connected to wifi. We will then help you find and set up your portal.



## COUNTY RECRUITMENT

### **PAYDAY**

Payment will be made on the **Friday**, following the week of work, by BACS. In the event of an overpayment being made as a result of a mistake on the part of County Recruitment I agree that a deduction be made from my future wages or by a direct repayment from me.

Money will be paid into your nominated account by close of play on PAYDAY. County Recruitment holds no liability for any mistakes that your bank makes or any delays in payment due to your own bank account.

### **HOLIDAY PAY**

You are entitled to holiday pay as per government guidelines. **County Recruitment holiday year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. At the end of each holiday year, the holiday entitlement will be 'Zeroed' and the holiday year will begin anew.** You need to give us a minimum of 2 weeks' notice to book holidays or claim your holiday pay.

Any holiday owed (in accordance with the regulations above) at the end of your assignment will be paid in full once you have been processed as a leaver.

### **PAYE / NATIONAL INSURANCE**

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

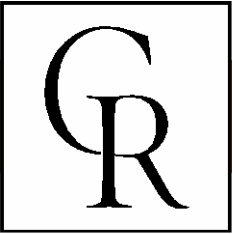
### **THE CONTRACT**

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 minimum national hourly rate. However, many contracts will pay more. This will be discussed before you need to accept the booking.

The temporary worker acknowledges that the nature of temporary work means that there may be periods when no suitable work available and agrees, suitability shall be determined solely by County Recruitment and that 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 any time not spent on assignment, whether in respect of illness or absence or for any other reason unless otherwise agreed in advance.

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. **I agree that I will return any fobs or working clothing that does not belong to me personally when I leave and will be charged for these in my final pay if I do not do so. i.e – Fobs £40**



Start Date.  
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# COUNTY RECRUITMENT DECLARATION

I confirm the details on this form are correct

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

**PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS**

Today's Date - DD / MM / YYYY

**YOUR DETAILS:**

Mr / Mrs / Miss / Ms – Please circle 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: \_\_\_\_\_

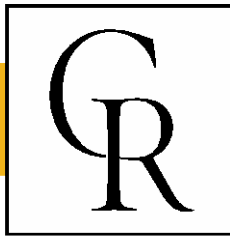
**BANK DETAILS**

Bank Name and address: \_\_\_\_\_

Whose name is on the Account?: \_\_\_\_\_

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: \_\_\_\_\_

### EMERGENCY CONTACT DETAILS

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Address: \_\_\_\_\_

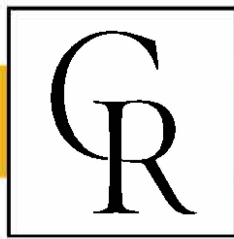
Relation to you: \_\_\_\_\_

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### 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.



## COUNTY RECRUITMENT

### 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)

### Signature

### Name

Date DD MM WY