

APPLICATION FORM

 <p style="font-size: small;">www.ninetofive.co.uk</p>	Reply to <input type="checkbox"/> Uckfield 80 Newtown, High St. • TN22 5AE uckfield@ninetofive.co.uk	Tel: 01825 768778 Fax: 01825 766188
	Reply to <input type="checkbox"/> Bexhill 33 Station Road • TN40 1RG bexhill@ninetofive.co.uk	Tel: 01424 224520 Fax: 01424 733553
	Reply to <input type="checkbox"/> Eastbourne 16 Gildredge Road • BN21 4RL eastbourne@ninetofive.co.uk	Tel: 01323 643154 Fax: 01323 721954

PLEASE CONTACT THE RELEVANT BRANCH
TO MAKE AN APPOINTMENT TO REGISTER
DO NOT POST OR EMAIL YOUR APPLICATION FORM

WE NEED TO SEE YOU IN PERSON

NON EU MEMBERS

MUST PROVIDE PAPERWORK CONFIRMING PERMISSION TO WORK

For more information please go to www.ukba.homeoffice.gov.uk/workingintheuk/eea/wrs

PLEASE SUPPLY A RECENT PHOTOGRAPH FOR YOUR FILE	<u>Ref No:</u>	<u>Known As:</u>
	<u>Date:</u>	
	<u>P45 / P46 / ReReg / Std</u>	
	<u>Consultant:</u>	
		<u>Categories:</u> Office Use ONLY

<u>Title</u>	<u>First Name</u>	<u>Middle Name</u>
<u>Last name / Surname</u>		<u>Previous / Maiden Name</u>

<u>Full Address (please include postcode)</u>

<u>Date of Birth</u>	<u>Age:</u>	<u>Nationality</u>
<u>Email</u>	<u>Mobile</u>	
<u>Land Line</u>	<u>Work</u>	
<u>Availability</u>	Immediately	1 Months Notice
		1 Weeks Notice
<u>Next of Kin</u>	<u>Relationship</u>	<u>Tel No</u>

PLEASE TICK THE BOX IF THE ANSWER IS YES

<u>Marital Status</u>	Single	Married	Living with Partner
<u>Own CV</u>	<u>Own Vehicle</u>	<u>Clean License</u>	<u>Smoker</u>
<u>CRB Certificate</u>	<u>Food & Hygiene Certificate</u>	<u>Health & Safety Certificate</u>	

Temporary Assignments / Hourly Rate Expected: AVAILABILITY: Full Time / Part Time / Weekends / Evenings / Mornings / ANY TIME
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Permanent Employment / Salary Expected: AVAILABILITY: Full Time / Part Time / Weekends / Evenings / Mornings / ANY TIME
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2 References required: This should include your CURRENT / PREVIOUS employment / education

Name of Referee	Mr / Mrs / Miss / Ms	Job Title:
Name & Address of Company		
Telephone:	May we contact them: Yes / No	

Name of Referee	Mr / Mrs / Miss / Ms	Job Title:
Name & Address of Company		
Telephone:	May we contact them: Yes / No	

Have you visited our website?

YES / NO

Do you have internet access at home?

YES / NO

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 to be working with children and/or vulnerable adults, in which case every conviction should be made known to us).

Please give details if necessary:

At the date of signing is there any prosecution pending or has anything occurred which may result in any future prosecution? Please give details if yes:

I confirm that the information I have given is correct and that any misleading information will terminate my employment immediately.

Name	Sign	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.

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.

Name	Sign	Date
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*******IT IS IN YOUR INTEREST TO SUPPLY AN UP TO DATE CURRICULUM VITAE*******

A MAJORITY OF CLIENTS INSIST ON SEEING THIS BEFORE THEY GO AHEAD

This is applicable for either Temporary assignments or Permanent positions

IF THIS IS THE CASE PLEASE STATE "SEE CV" WHERE YOU HAVE COVERED QUESTIONS ON YOUR CV

Education	From		To	
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Name of Establishment	
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Qualifications:

Education	From		To	
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Name of Establishment	
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Qualifications:

EDUCATION - PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

Work History	From		To	
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Name of Company	
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Responsibilities:

Work History	From		To	
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Name of Company	
-----------------	--

Responsibilities:

Work History	From		To	
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Name of Company	
-----------------	--

Responsibilities:

Work History	From		To	
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Name of Company	
-----------------	--

Responsibilities:

Work History	From		To	
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Name of Company	
-----------------	--

Responsibilities:

Work History	From		To	
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Name of Company	
-----------------	--

Responsibilities:

WORK HISTORY – PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

TAX CODE QUESTIONNAIRE

Full Name			
Full Address			
	Post Code		

Date of Birth	Start Date
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National Insurance Number									
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1. Have you enclosed your P45? Yes / No (if yes, please ignore questions 2 – 6)
2. Where is your P45? _____
3. Are you claiming benefit? Yes / No
4. Have you got another Job? Yes / No
5. Are you receiving a pension? Yes / No
6. Where did you last work? _____

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			
Address of Bank			
	Post Code		

SORT CODE						
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ACCOUNT NUMBER							
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If Applicable: Building Society Number _____

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!

Name	Sign	Date
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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

CONTRACT FOR SERVICES FOR TEMPORARY WORKERS (TERMS OF ENGAGEMENT)

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 on Sea, East Sussex. TN40 1RG.
"Temporary Worker"	means you.
"Type of Work"	means as requested by the Temporary Worker, this is "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 for convenience only and do not effect 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 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.

3. ASSIGNMENTS

3.1

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 clients 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 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 or her own health and safety and that 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 interest of the Client.
- e) Not at any time divulge to any person, nor use 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 or finances.

Continued page 7

4. REMUNERATION

4.1

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 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. You will be paid weekly in arrears.

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 reason unless otherwise agreed.

4.3

For the avoidance of doubt and for the purpose of the Working Time Regulations, the Temporary Worker's working time shall only consist of those periods 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.

4.4

As a Temporary Worker you immediately qualify for holiday entitlement (up to 24 days a year if you work full time hours), which shall be, accumulated pro-rata from the first day of your first Assignment. You may ask for payment of holiday at any time (you don't actually have to be on holiday). 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.

4.5

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.

5. TERMINATION

5.1

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

5.2

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

5.3

If the Temporary Worker does not inform the Client or the Employment Business [in accordance with the clause 5.2] 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 5.2 unless the Temporary Worker can show that exceptional circumstances prevented him or her from complying with clause 5.2.

5.4

If the Temporary Worker is absent during the course of the assignment and the contract has not been otherwise terminated under clauses 5.1, 5.2, 5.3 above the Employment Business will be entitled to terminate the contract in accordance with clause 5.1 if the work to which the absent worker was assigned is no longer available for the Temporary Worker.

6. LAW

6.1

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

Name	Signature
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7. WORKING REGULATIONS

7.1

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 hours clause, then you must sign the following declaration prior to commencement of the work.

7.2

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	Signature
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Page 8 - CHECKLIST

Please TICK ✓ THE RELEVANT BOXES TO CONFIRM YOUR WORK EXPERIENCE

ADMIN / OFFICE	TYPIST	FACTORY	CATERING
Basic Computer	Audio Typist	C & C	Bar
Basic Typing	Copy Typist	E.D.M	Catering Manager
BT Trained Op	Data Entry	Fore Person	Chef
Clerical	HR/Personnel	Grinding	Cook
Faxing & Filing	Mail Merge	Manager	Chef de Partie
Front Office	Manual Typist	Milling	Commis Chef
Office Junior	Taking Minutes	M.R.P	Pastry Chef
Photocopying	Property Mngt	Packer	Head Chef
Receptionist	Real Estate	Print Circuit Board	Kitchen Assistant
Telephonist	Shorthand	Radial Drilling	Plate Waiting
Customer Care		Welder	Silver Service
Client Advisor	SECRETARIAL & LEGAL	Store Person	
Enquiries Clerk	Legal Secretary	Turning	DRIVING
Problem Solving	Medical Secretary	Operator – SKILLED	3.5 Tonne
Progress Clerk	Personal Assistant	Operator - UNSKILLED	4.5 Tonne
Receptionist Snr	Private Clients	SAFETY BOOTS	7.5 Tonne
Rec MEDICAL	Wills	MARKETING	ADR
Rec LEGAL	Probate	Telemarketing	Caterpillar
Rec REAL EST	Power of Attorney	Telesales	Chauffeur
Rec PROP MNGT	Commercial	Sales	Counter Balance
Meeter/Greeter	Acquisitions	Advertising	Crane
	Share Holders	Business Development	Delivery
COMPUTER EXP	Personal Assistant	Exhibitions	Fork Lift
Microsoft OS		Graphic Display	HGV1
Excel		Market Research	HGV2
Power Point		In Store Demos	LGV1
Access	CERTIFICATES	Public Relations	LGV2
Sage	Catering Diploma	Experienced Purchaser	LGV (C&E)
Email	CEMAP 1	Purchasing Manager	HIAB
Excel	CEMAP 2		PSV
Internet	CIS CARD	ENGINEERING	Tacho
Word	City & Guilds	Biological	Tractor
MS Publisher	CRB – ENHANCED	Chemical	Van/Transit
Outlook	CRB – GENERAL	Civil	
Photo Shop	Degree	Electrical	ENGINEERING
	First Aid	Instrumental	Biological
	Food & Hygiene	Lab Technician	Chemical
	Fork Lift	Maintenance	Civil
LANGUAGES	Health & Safety	Petro Chemical	Electrical
Spanish	Manual Handling	Process	Instrumental
French	NVQ	Production	Lab Technician
German		Quality	Maintenance
		Service	Petro Chemical
DOMESTIC	SALES		Process
Residential	Cashier	MANUAL / TRADE	Production
Industrial	Field Sales	Bricklayer	Quality
Office	Internal Sales	Electrician	Service
	Retail Sales	Carpenter	Quality
PERSONNEL	Telesales	Gardener	Service
Human Resources	Internal Sales	Ground Worker	
Recruitment	Retail Sales	Handyman	
Training	Telesales	Labourer	
		Maintenance	

CONTINUE ON A SEPARATE SHEET IF NECESSARY
PLEASE HELP US TO HELP YOU

EQUAL OPPORTUNITIES – MONITORING FORM

	Reply to <input type="checkbox"/> Uckfield 80 Newtown, High St. • TN22 5AE uckfield@ninetofive.co.uk	Tel: 01825 768778 Fax: 01825 766188
	Reply to <input type="checkbox"/> Bexhill 33 Station Road • TN40 1RG bexhill@ninetofive.co.uk	Tel: 01424 224520 Fax: 01424 733553
	Reply to <input type="checkbox"/> Eastbourne 16 Gildredge Road • BN21 4RL eastbourne@ninetofive.co.uk	Tel: 01323 643154 Fax: 01323 721954

Nine To Five Recruitment is committed to continually improving equality of opportunity in service delivery.

To help us monitor our equal opportunities policy (and for no other reason) please answer the following questions.

Please be aware that you are under no obligation to complete this form or to supply us with this information.

ARE YOU?

MALE	
FEMALE	
TRANSGENDER	

PLEASE SELECT YOUR MARITAL STATUS:

MARRIED	
DIVORCED	
SINGLE	
COHABITATING	
WIDOWED	
SEPERATED	

WHAT IS YOUR SEXUAL ORIENTATION?

HETROSEXUAL	
GAY	
BISEXUAL	

DO YOU HAVE ANY DEPENDANTS?

CHILDREN	
PARENTS	
PARTNER	
NONE	
OTHER	

WHAT IS YOUR RELIGIOUS BELIEF?

CHRISTIAN	
ISLAM	
BUDDHIST	
SIKH	
JEWISH	
HINDU	
NONE	
OTHER	

TICK ONE BOX FROM THE LIST BELOW WHICH BEST DESCRIBES YOUR ETHNIC GROUP:
(UK citizens can belong to any of the ethnic categories indicated)

WHITE eg. British, Irish, Polish etc

PLEASE SPECIFY HERITAGE	
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MIXED eg. Black/White Caribbean, Black/White African etc

PLEASE SPECIFY HERITAGE	
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ASIAN eg. Indian, Pakistani etc

PLEASE SPECIFY HERITAGE	
-------------------------	--

BLACK eg. African, Caribbean etc

PLEASE SPECIFY HERITAGE	
-------------------------	--

CHINESE (OR OTHER ETHNIC GROUP)

PLEASE SPECIFY HERITAGE	
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DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY? YES / NO
(i.e. Defined as 'a physical or mental impairment that has a substantial and long term adverse affect on your ability to carry out normal day-to-day activities')

IF SO, PLEASE IDENTIFY THE NATURE OF YOUR DISABILITY:

MOBILITY	
HEARING IMPAIRMENT	
VISUAL IMPAIRMENT	
LEARNING IMPAIRMENT	
OTHER - PLEASE SPECIFY	

AGE GROUP	UNDER 21	21-30	31-40	41-50	51 AND OVER
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Thank you for taking the time to answer these questions.

Yours sincerely

Nine to Five Recruitment