



Registration Form

Personal Details					
Title	Mr. Miss. Mrs. Ms. Other	UK National Insurance No.			
Surname		Date of Birth			
Forename (s)		Emergency Contact Details			
Full Address		Name			
		Full Address			
		Post Code			
	Post Code	Contact Number			
Home Telephone		Relationship of Contact			
Work Telephone		Work Availability			
Mobile / Pager		Preferred employment type			
Email Address		Full time <input type="checkbox"/> Part time <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>			
Valid UK Driving Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date available to start			
Do you have use of a car?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Preferred job title			
		Preferred geographical areas (s)			
Bank Details		Bank Address			
A/C Name		A/C Number	Sort Code		

Education/Training/Professional Registrations/Qualifications				
Please provide details of all relevant education, training, professional registrations and qualifications, starting with the most recent first.				
	Training/professional registration/qualification etc	Place of Study	From	To
1.				
2.				
3.				
4.				

"be whatever you want to be"

Employment History

Please give details of all your employment history, beginning with the most recent position first.
Please include reasons for any gaps in employment (continue on a separate sheet if necessary).

Name and Address of Employer	Dates From/To	Duties and Responsibilities	Reason for Leaving	Salary

Key Skills and Key Achievements

As we have multiple divisions in our organisation, please provide details of key skills or achievements in support of this application and continue on a separate sheet if necessary. These skills may be used to match you to roles in our various teams.

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Is there anyone else who would be interested in working for us?

Name:	Name:	Name:
Phone:	Phone:	Phone:
Email:	Email:	Email:
Work Sought:	Work Sought:	Work Sought:

Disclosures

Permission to Work in the UK

Do you have immigration permission to work in the UK? UK Resident Yes No

In line with Home Office guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by Balfor Recruitment Group Ltd for temporary work.

Criminal Convictions

Do you have any spent or unspent* criminal convictions? Yes No

*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Balfor Recruitment Group Ltd, the offence is relevant to the post to which you are applying. Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.

If yes, please give details:

Disciplinary History

Have you ever been subject to disciplinary action at work? Yes No

"Disciplinary Action" at work would include: Verbal warnings, Written Warnings, Suspension or Dismissal.

If yes, please give details:

Candidate Declaration

I hereby confirm that the above disclosure information given is true and correct. Failure to declare information may require us to exclude you from our register or terminate an assignment if it is not declared but later comes to light.

SIGNATURE:

DATE:

Working Time Regulations

Opt out of 48 Hour Working Week Agreement for Employees

The working time regulations 1998 state that an employee shall not work in excess of the working week unless he or she agrees in writing that this limit shall not apply. The working week means an average of 48 hours each week calculated over a 17 week reference period.

If you wish to opt out of these regulations please complete the declaration below.

I, (name) _____ agree that the working week limit shall NOT apply. If I change my mind, I will give my employer a minimum of 7 days notice to end this assignment.

SIGNATURE:

DATE:

Equal Opportunities Statement

Balfor Recruitment Group Ltd is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everybody equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

Balfor Recruitment Group Ltd shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Balfor Recruitment Group Ltd will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

1) Ethnic Origin Category

The following categories are based on those used in the 2001 census as recommended by the CRE. Please note the ethnic questions are not about nationality, place of birth or citizenship. UK citizens can belong to any of the ethnic categories indicated.

Please tick the box below which best describes the ethnic category to which you belong:

- a) **White**
 British Irish Other
- b) **Mixed**
 White and Black Caribbean
 White and Black African
 White and Asian
 Mixed other
- c) **Asian or Asian British**
 Indian Bangladeshi
 Pakistani Asian other
- d) **Black or Black British**
 Black Caribbean
 Black African
 Black other
- e) **Other ethnic groups**
 Chinese
 Any other ethnic background – _____

2) Gender

Please tick appropriate box

- Male
 Female

If you identify as transgender, please tick appropriate box

- Male
 Female

3) Disability

Please state if you have any long-term physical or mental condition that affects your ability to carry out day-to-day activities. (Advice can be obtained from the Disability Rights Commission 08457 622 633).

- Yes No Prefer Not to Say

4) Age

- under 18 35-44 65 or over
 18-24 45-54
 25-34 55-64

5) Religion

- Christian Jewish
 Buddhist Sikh
 Hindu Any other religion or belief
 Muslim Prefer Not to Say

6) Sexual Orientation

- Heterosexual or straight
 Gay
 Lesbian
 Bisexual
 Other
 Prefer Not to Say

Health and Disability

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought.

Do you have any health issues or a disability relevant to the position or role you seek? Yes No

If yes, please specify:

If you have a disability, what are your needs in terms of reasonable adjustments to enable you to perform the role sought? Please specify:

If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview, or to take aptitude tests etc? Please specify:

Health Questionnaire

Do you have or have ever suffered from:

- Fainting attacks **YES/NO**
- Fits or blackouts **YES/NO**
- Giddiness **YES/NO**
- Mental illness **YES/NO**
- Recurring headaches **YES/NO**
- Ear trouble or deafness **YES/NO**
- Eye trouble or defective vision not corrected by glasses **YES/NO**
- Recurring chest disease **YES/NO**
- Asthma **YES/NO**
- Hay fever **YES/NO**
- Heart trouble **YES/NO**
- High blood pressure **YES/NO**
- Varicose vein trouble **YES/NO**
- Alcohol or Drug related Problems **YES/NO**

- Back trouble **YES/NO**
- Other muscle or joint trouble **YES/NO**
- Skin Trouble **YES/NO**
- Diabetes **YES/NO**
- Recurring stomach trouble **YES/NO**
- Recurring Bowel trouble **YES/NO**

Have you any disabilities affecting:

- Standing **YES/NO**
- Walking **YES/NO**
- Stair Climbing **YES/NO**
- Lifting **YES/NO**
- Use of Hands **YES/NO**
- Work at heights on ladders/staging **YES/NO**
- Ability to drive a motor vehicle **YES/NO**

In the last two years have you been off because of illness or injury? **YES/NO**

If yes, how many working days did you lose?

Are you at present having any treatment or medicine prescribed by a doctor? **YES/NO**

Have you now made a full recovery from your illness or injury? **YES/NO**

(If no, Doctor's Certificate required stating that they are safe to return to work in a food handling environment. Copy to be kept in branch.) **YES/NO**

DO YOU HAVE, OR HAVE YOU EVER SUFFERED FROM:

- Typhoid Fever **YES/NO**
- Paratyphoid Fever **YES/NO**

AT PRESENT ARE YOU SUFFERING FROM:

- A nasal infection **YES/NO**
 - A cough with phlegm/sore throat **YES/NO**
 - A discharging ear **YES/NO**
 - Acne, boils, styes, burns or septic fingers **YES/NO**
 - Any skin trouble affecting the hands, arms or face **YES/NO**
- (If yes, Doctor's Certificate required stating that they are safe to return to work in a food handling environment. Copy to be kept in branch.)

If you have answered YES to any of the above, please give details overleaf. Should my answers to any of the above questions change I will inform Balfour Recruitment immediately.

I have answered the above questions to the best of my knowledge and understanding and have not omitted any relevant details. I am at present in good physical and mental health.

References

One must be your recent or current employer. Relatives or friends are not acceptable. Referee must hold a senior position. References must cover a minimum 3 years of period. Social Worker applications may submit Personal Tutor and/or Placement Supervisors.

Name of Referee:	Name of Referee:				
Occupation:	Occupation:				
Company Name:	Company Name:				
Address:	Address:				
Telephone Number:	Telephone Number:				
E mail Address:	E mail Address:				
Permission to Contact?	Yes	No	Permission to Contact?	Yes	No
Name of Referee:	Name of Referee:				
Occupation:	Occupation:				
Company Name:	Company Name:				
Address:	Address:				
Telephone Number:	Telephone Number:				
E mail Address:	E mail Address:				
Permission to Contact?	Yes	No	Permission to Contact?	Yes	No

Data Protection Statement

The information that you provide on this form and on any CV given will be used by Balfour Recruitment Group Ltd to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients.

We may check the information collected, with third parties or with other information held by us.

We may also use or pass to certain third parties information to present or detect crime, to protect public funds, or in other way permitted or required by law.

Checklist

Please bring with you the following documentation:

Mandatory Documents:

- Photo ID - Passport and/or Driving Licence
- Two Proofs of Address (dated within the last 3 months), (excluding mobile phone bill)
- Proof of National Insurance
- 2 x Passport Size Photos
- Current valid CRB (within 12 months -Social Care) (24 months - Education) (*If applicable*)
- NVQ or Degree Certificate or other qualifications
- GSCC registration (*Qualified Social Workers only*)
- GTC Registration (*Qualified Teachers only*)
- CV (or emailed to your consultant)

Candidate Declaration

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed onto potential employers.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Balfour Recruitment Group Ltd will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

SIGNATURE:		DATE:	
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Contract for Services for Temporary Workers

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;
“Employment Business”	means Balfor Social Care, a division of Balfor Recruitment Group Ltd of Warwick Chambers, 14 Corporation Street, Birmingham, B2 4RN;
“Temporary Worker”	means name of Temporary Worker as stated at the end of this document;
“Relevant Period”	means the longer period of either 14 weeks from the first day on which the Temporary Worker worked for the Client, or 8 weeks from the day after the Temporary Worker was last supplied by the Employment Business to the Client. (Note: the first day is the first day of the first occasion or the first day of any subsequent Assignment if more than 42 days since the end of the previous Assignment).

1.2. Unless the context otherwise requires, references to the singular include the plural.

1.3. The headings contained in these Terms are for convenience only and do not affect 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 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 the Temporary Worker's remuneration in accordance with clause 4.1.

2.3. No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Employment Business and the Temporary Worker and set out in writing and a copy of the varied terms is given to the Temporary Worker stating the date on or after which such varied terms shall apply.

3. ASSIGNMENTS

3.1. The Employment Business will endeavour to obtain suitable Assignments for the Temporary Worker to work in the categories applied for. The Temporary Worker shall not be obliged to accept an Assignment offered by the Employment Business.

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 the suitability of the work to be offered shall be determined solely by the Employment Business; 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; and that no contract shall exist between the Temporary Worker and the Employment Business during periods when the Temporary Worker is not working on an Assignment.

3.3. At the same time as an Assignment is offered to the Temporary Worker the Employment Business shall inform the Temporary Worker of the identity of the Client, and if applicable the nature of their business; the date the work is to commence and the duration or likely duration of the work; the type of work, location and hours during which the Temporary Worker would be required to work; the rate of remuneration that will be paid and any expenses payable by or to the Temporary Worker; and any risks to health and safety known to the Client in relation to the Assignment and the steps the Client has taken to prevent or control such risks. In addition the Employment Business shall inform the Temporary Worker what experience, training, qualifications and any authorisation required by law or a professional body the Client considers necessary or which are required by law to work in the Assignment.

3.4. Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any public or Bank holiday) following save where:

3.4.1. the Temporary Worker is being offered an Assignment in the same position as one in which the Temporary Worker had previously been supplied within the previous five business days and such information has already been given to the Temporary Worker; or

3.4.2. where, subject to clause 3.5, the Assignment is intended to last for 5 consecutive working days or less and such information has previously been given to the Temporary Worker before and remains unchanged.

3.5. Where an assignment is for five consecutive working days or less and the provisions of clause 3.4.2 are met, the Employment Business need only provide the Temporary Worker with written confirmation of the identity of the Hirer and the likely duration of the work. If the Assignment extends beyond the intended five consecutive working day period the Employment Business shall provide such information set out in clause 3.3 to the Temporary Worker in paper or electronic form within eight days of the start of the Assignment.

3.6. 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 the date on which the Temporary Worker commences the first Assignment.

3.7. If, before the first Assignment, during the course of an Assignment or within the Relevant Period the Client wishes to employ the Temporary Worker direct or through another employment business, the Temporary Worker acknowledges that the Employment Business will be entitled either to charge the Client a fee or to agree an extension of the hiring period with the Client at the end of which the Temporary Worker may be engaged directly by the Client or through another employment business without further charge to the Client. In addition the Employment Business will be entitled to charge a fee to the Client if the Client introduces the Temporary Worker to a third party who subsequently engages the Temporary Worker within the Relevant Period.

4. REMUNERATION

4.1. The Agency shall pay the Agency Worker remuneration calculated at the National Minimum Wage hourly rate or at any higher rate the Agency reasonably expects to achieve for all hours worked. 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 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.

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 other reason unless otherwise agreed.

5. STATUTORY LEAVE

5.1. For the purposes of calculating entitlement to paid annual leave pursuant to the Working Time Regulations 1998 under this clause, the leave year commences on the date that the Temporary Worker starts an Assignment or series of Assignments.

5.2. The annual leave granted under these terms will always be the statutory minimum as it is from time to time. Under the Working Time Regulations 1998 (as amended), the Temporary Worker is entitled to annual leave as follows:

- For work carried out between 1 October 2007 to 31 March 2009: 4.8 weeks.
- For work carried out from 1 April 2009 onwards: 5.6 weeks.

If the statutory minimum leave is subsequently decreased or increased then entitlement to leave under this clause will be decreased or increased so as to be set at the statutory minimum as it applies to any period in which work is carried out.

5.3. 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.

5.4. Where a Temporary Worker wishes to take paid leave during the course of an assignment s/he should notify the Employment Business of the dates of his/her intended absence giving notice of at least twice the length of the period of leave that s/he wishes to take. In certain circumstances the Employment Business may give counter-

notice to the Temporary Worker to postpone or reduce the amount of leave that the Temporary Worker wishes to take and in such circumstances the Employment Business will inform the Temporary Worker in writing giving at least the same length of notice as the period of leave that it wishes to postpone or reduce it by.

- 5.5 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 the Temporary Worker has worked on Assignment.
- 5.6 In the course of any Assignment during the first leave year the Temporary Worker is entitled to request leave at the rate of one-twelfth of the Temporary Worker's total holiday entitlement in each month of the leave year.
- 5.7 Where a Bank Holiday or other Public Holiday falls during an Assignment and the Temporary Worker does not work on that day, then subject to the worker having accrued entitlement to payment for leave in accordance with clause 5.5, that day shall count as part of the Temporary Worker's paid annual leave entitlement.
- 5.8 Where this contract is terminated by either party and a P45 is requested, the Temporary Worker shall be entitled to a payment in lieu of any untaken leave where the amount of leave taken is less than the amount accrued in accordance with clause 5.5.
- 5.9 None of the provisions of this clause regarding the statutory entitlement to paid leave shall Affect the Temporary Worker's status as a self-employed worker.

6. SICKNESS ABSENCE

- 6.1 The Temporary Worker may be eligible for Statutory Sick Pay provided that s/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. TIME SHEETS

- 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 a time sheet duly completed to indicate the number of hours worked during the preceding week (or such lesser period) and signed by an authorised representative of the Client.
- 7.2 Subject to clause 7.3 The Employment Business shall pay the Temporary Worker for all hours worked regardless of whether the Employment Business has received payment from the Client for those hours.
- 7.3 Where the Temporary Worker fails to submit a properly authenticated time sheet the Employment Business shall, in a timely fashion, conduct further investigations into the hours claimed by the Temporary Worker and the reasons that the Client has refused to sign a timesheet in respect of those hours. This may delay any payment due to the Temporary Worker. The Employment Business shall make no payment to the Temporary Worker for hours not worked.
- 7.4 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 s/he is carrying out activities or duties for the Client as part of the Assignment. Time spent traveling 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.

8. CONDUCT OF ASSIGNMENTS

- 8.1 The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if he or she does so, during every Assignment and afterwards where appropriate, he or she 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 or her own health and safety and that of 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 interests of the Client;
 - e) Not at any time divulge to any person, nor use for 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, transactions or finances.
- 8.2 If the Temporary Worker is unable for any reason to attend work during the course of an Assignment he/she should inform the Client and/or the Employment Business within one hour of the commencement of the Assignment or shift.
- 8.3 If, either before or during the course of an Assignment, the Temporary Worker becomes aware of any reason why he may not be suitable for an Assignment, he shall notify the Employment Business without delay.

9. TERMINATION

- 9.1 The Employment Business or the Client may terminate the Temporary Worker's Assignment at any time without prior notice or liability.
- 9.2 The Temporary Worker may terminate an Assignment at any time without prior notice or liability.
- 9.3 If the Temporary Worker does not inform the Client or the Employment Business [in accordance with clause 8.2] 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 9.2 unless the Temporary Worker can show that exceptional circumstances prevented him or her from complying with clause 8.2.
- 9.4 If the Temporary Worker is absent during the course of an assignment and the contract has not been otherwise terminated under clauses 9.1, 9.2 or 9.3 above the employment business will be entitled to terminate the contract in accordance with clause 9.1 if the work to which the absent worker was assigned is no longer available for the Temporary Worker.
- 9.5 If the Temporary Worker does not report to the Employment Business to notify his/her availability for work for a period of three weeks, the Employment Business will forward his/her P45 to his/her last known address.

10. LAW

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

I/We agree to the above Terms & Conditions

Name of Temporary Worker	
Signed by the Temporary Worker	
Date	

"be whatever you want to be"

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