

COMMERCIAL APPLICATION FORM



PRIVATE & CONFIDENTIAL

PERSONAL DETAILS:											
Full Name:	Telephone number:										
Email address:	Mobile number:										
Are you entitled to work in the UK? YES NO	Date of Birth:										
Current Residential Address:	Nationality:										
Postcode:	Have you ever been known by another name? If YES please state below:										
If you have been at your current residential address for less than 3 years please complete the previous address boxes (as required) below:											
Previous Address (Before Current):	Previous Address:										
Postcode:	Postcode:										
Do you have your own transport? If YES please give details:	Please enter your National Insurance Number CLEARLY in the boxes below: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
Do you have any unspent criminal convictions? If YES please give details:											

EMPLOYMENT DETAILS: (Most recent first)	
Company Name:	Please state your salary in this position: £
Job Duties:	Reason for leaving:
Reference One Name/Number:	Dates Worked(To/From): -

Company Name:	Please state your salary in this position: £
Job Duties:	Reason for leaving:
Reference One Name/Number:	Dates Worked(To/From): -

Company Name:	Please state your salary in this position: £
Job Duties:	Reason for leaving:
Reference One Name/Number:	Dates Worked(To/From): -

I _____ hereby authorise Always Recruitment for approaches to be made to former employers, educational establishments, government agencies and personal referees for verification of the information provided.

Signature:	Print Name:	Date:
------------	-------------	-------

We require two references before you can commence work with Always Recruitment.
If you do not have these available from previous employment please give details of somebody that can issue you a character reference:

Character Reference:	Contact Number:
----------------------	-----------------

OFFICE USE ONLY	Added On To Flo <input type="checkbox"/>	Checked By: <input type="text"/>
------------------------	--	----------------------------------

Please state below the companies you have worked for with any another agency in the last 6 months.
Please include as much contact information as possible for referencing (Please use the space on the back of your application if required).

Agency Name:	Company Name:
Managers Name:	Managers Contact Number:
Job Duties & Details:	Pay Details: £

Agency Name:	Company Name:
Managers Name:	Managers Contact Number:
Job Duties & Details:	Pay Details: £

Agency Name:	Company Name:
Managers Name:	Managers Contact Number:
Job Duties & Details:	Pay Details: £

Agency Name:	Company Name:
Managers Name:	Managers Contact Number:
Job Duties & Details:	Pay Details: £

JOB EXPECTATIONS / AVAILABILITY:

Position sought:	Are you available for temporary work? YES NO
Geographical location of work required:	Notice Period:
Are you currently registered with any other agencies? YES NO If YES please give details	
Have attended or arranged any other interviews? YES NO If YES please give details:	
Hours preferred:	Shifts preferred:
Do you have your own safety boots? YES NO	Do you have your own Hi-Vis vest? YES NO
Please state if you have any other items or clothing for work use: (i.e. hard hat)	
Salary / Hourly rate required as a minimum: £	
Please use the space below to provide any further expectations or availability information which may help us with your application.	

PRACTICAL EXPERIENCE:

To help us evaluate your driving application we require you to highlight any relevant skills you have had experience with in the past. Please choose & select these skills from the list below.

Microsoft Packages:	IT Support <input type="checkbox"/>	Accounts <input type="checkbox"/>
- MS Word <input type="checkbox"/>	Health IT <input type="checkbox"/>	Administration <input type="checkbox"/>
- MS Outlook <input type="checkbox"/>	IT Developer <input type="checkbox"/>	Call Centre <input type="checkbox"/>
- MS Excel <input type="checkbox"/>	Public Sector IT <input type="checkbox"/>	Purchasing <input type="checkbox"/>
- MS PowerPoint <input type="checkbox"/>	Receptionist <input type="checkbox"/>	Personal Assistant <input type="checkbox"/>
- MS Access <input type="checkbox"/>	Security Cleared <input type="checkbox"/>	If you have any knowledge or specified skills not mentioned, please state these below:
- MS Publisher <input type="checkbox"/>	Network <input type="checkbox"/>	
Office Management <input type="checkbox"/>	Communications <input type="checkbox"/>	
Supervisor Role <input type="checkbox"/>	Business Analysis <input type="checkbox"/>	
Voice Typing <input type="checkbox"/>	Customer Service <input type="checkbox"/>	
Website Design <input type="checkbox"/>	Executive <input type="checkbox"/>	
IT Maintenance <input type="checkbox"/>	Sales <input type="checkbox"/>	
Networking (Systems) <input type="checkbox"/>	Secretarial <input type="checkbox"/>	
Data Entry <input type="checkbox"/>	Clerical <input type="checkbox"/>	

NEXT OF KIN DETAILS:

Full Name:	Residential Address:
Telephone number:	Postcode:
Mobile number:	

PSYCHOMETRIC TESTING:

Please complete the multiple choice questionnaire below to the best of your knowledge. Some of the questions may have more than one answer. Your results can be obtained at the end of your application.

PLEASE ONLY COMPLETE QUESTIONS 2,4,6,8&10 IF YOU'RE APPLYING FOR VAN DRIVING WORK

Q1. $17 + 47 = 7 + ?$

- 67
- 35
- 57
- 55
- 65

Q2. Which spelling is correct?

- Commitee
- Committee
- Comitee
- Comittee

Q3. $18 = 33 = 29 + ?$

- 22
- 24
- 37
- 32
- 21

Q4. Which spelling is correct?

- Amatuer
- Amater
- Amatueur
- Amateur

Cont....

PSYCHOMETRIC TESTING:

Q5. $54 - 32 = 25 - ?$

- 2
- 3
- 14
- 12
- 22

Q6. Which spelling is correct?

- Miscelaneous
- Miselaneous
- Misellaneous
- Miscellaneous

Q7. $2000 + 550 - 155 + 3 =$

- 2395
- 2398
- 2403
- 2399
- 2298

Q8. There is no such thing as a completely safe manual handling operation. Manual handling operations are based on the individual's physical capabilities. When lifting a heavy item do you...

- Lift the load above your head standing straight
- Keep the load at arm's length standing straight
- Carry the item crouched down
- Keep the load close to the waist standing straight

Marked Score: /8

Consultant Signature:

SAFE SYSTEMS OF WORK:

The purpose of this safe system of work is to provide information of the associated hazards and a means of avoiding injury to all personnel that work on behalf of Always Recruitment.

Manual Handling

Manual handling includes lifting, carrying, pushing, pulling or the manually transporting of any load by one or more people. Hazardous manual handling can cause serious injury or illness and should be avoided where possible. Manual handling injuries can be avoided by following good manual handling techniques and thinking the job through prior to carrying it out. Where possible always use a mechanical lifting aid i.e. pallet truck / trolley. Care should also be taken when using these aids and each person should only push and pull a weight that they are comfortable with to suit their own individual capabilities.

Slips, Trips and Falls

Slips, trips and falls are one of the biggest causes of injury in the workplace. All staff should wear, at all times (regardless) suitable approved protective footwear that provides adequate protection from slips as well being struck by an object. Workers should ensure that they are working in a clean and tidy area and that trip and slip hazards have been removed. We advise workers should not work close to edge of the back of vehicles where possible to avoid the risk of falls from height. If possible goods should be placed into position at the rear of the vehicle from the other side of the load so that a physical barrier is between them and the drop. In general if you see something on the floor pick it up / clean it up!

Fatigue

Workers should only drive in accordance with working times as laid down by current legislation. All workers have a legal obligation to inform their employer if they are suffering from any illness / condition or taking medication that is likely to affect their ability to drive or work safely.

Struck by Moving Vehicles (Drivers Only)

Drivers are required to wear high visibility clothing at all times when leaving the cab on company and customer's premises. Drivers should follow customer's safe systems of work, site safety rules and signage at all times. Where appropriate stick to designated pedestrian walkways, observe traffic routes, keep vigilant and should not enter any unauthorised area.

Struck by Falling Objects

Staff should always follow customer's site safety rules and wear appropriate PPE (footwear / high vis clothing / where necessary hard hats) Drivers should always ensure that all loads are properly palletised and secured before setting off on the journey.

Tail Lifts

Regardless of the type of tail lift being used it is important that certain rules are followed. Always face the direction that the tail lift is being lowered, Check the area behind the vehicle for sufficient clearance and that there are no pedestrians in the area, Ensure that hands and clothing cannot be trapped in any moving parts, Where possible position the vehicle on level ground before using the tail lift, Keep clear of the closing gap of the tail lift before raising the lift using internal controls - Trap Hazard, All tail lifts should only be operated with the Safe Working Load (SWL) The plate displaying the SWL should be attached to the tail lift by law.

Nips & Traps

All clothing and body parts should be kept clear of all moving parts i.e. rear doors, moving loads and tail lifts etc. When closing the rear roller doors always use the correct handles and straps to pull the roller door closed. Never put your fingers in the gaps of the slats to use them as leverage this includes using machinery and factory operated equipment as there is a risk of serious injury / amputation.

Control of Substances Hazardous to Health (COSHH)

Always follow the safety instructions of any hazardous substances used. Information is on product labelling, packaging on Material Safety Data Sheets are available at all companies. Where necessary always use adequate PPE e.g. safety glasses and gloves.

Use of Mobile Phones

Drivers and other workers should only use mobile phones regardless of whether it is their own or the company's if they are safe and legal to do so. No driver should use a hand held mobile phone whilst driving regardless of the distance travelled.

Lone Working

Companies will ensure that an adequate chain of communication is maintained throughout workers shifts in order to minimize the risks associated with lone working. Drivers & other working staff should always avoid the risk of confrontation with any individual that may compromise their safety. All staff should report all incidents of violence to the HR office or Management and where necessary the police.

I confirm by my name printed below that I have read and understood the Safe System of Work. I understand as an employee/contractor of Always Recruitment that I may face disciplinary action if I don't adhere to the above SSOW. I also understand that as an agency worker I must follow the above SSOW.

Print Name:

Sign:

WTR - 48 HOUR OPT OUT AGREEMENT

The working time regulations 1998 provide that you shall not work in excess of the 'Working Week', an average of 48 hours each week calculated over a 17-week reference period. Please indicate whether or not you wish to 'opt out' of this WTR rule below.

1. DEFINITIONS

1.1. In this Agreement the following definitions apply:

"Agency Worker" means you
"Assignment" means the period during which the Agency Worker is supplied to the Client;
"Client" means the person, firm or corporate body using the services of the Agency Worker;
"Employment Business" means Always Recruitment (registered company no.08072550)
"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. The headings contained in this Agreement are for convenience only and do not affect their interpretation.

2. RESTRICTION

The Working Time Regulations 1998 (as amended) provide that the Agency Worker shall not work on an Assignment with the Client in excess of the Working Week unless s/he agrees in writing that this limit should not apply.

3. CONSENT

The Agency Worker hereby agrees that the Working Week limit shall not apply to the Assignment.

4. WITHDRAWAL OF CONSENT

4.1. The Agency Worker may end this Agreement by giving the Employment Business 3 months' 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 Agency 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

This Agreement is governed by the law of England & Wales and is subject to the exclusive jurisdiction of the Courts of England & Wales

Print Name:

Sign:

MEDICAL HISTORY INFORMATION

Would you say you are in good health?

YES | NO | PREFER NOT TO SAY

Have you in the past or currently suffer from any of the following?

Eye complaints or any defects in vision

YES | NO | PREFER NOT TO SAY

Back injury, strain or slipped disk

YES | NO | PREFER NOT TO SAY

Loss of hearing from either one or both ears

YES | NO | PREFER NOT TO SAY

Heart disease / Angina or any chest problems

YES | NO | PREFER NOT TO SAY

Fits or fainting attacks

YES | NO | PREFER NOT TO SAY

Occurring bowel conditions such as Diverticular Disease or IBS

YES | NO | PREFER NOT TO SAY

High or low blood pressure

YES | NO | PREFER NOT TO SAY

Rheumatism, Arthritis or Diabetes

YES | NO | PREFER NOT TO SAY

Have you in the past or do you currently have

Any other temporary disabilities or illness?

YES | NO | PREFER NOT TO SAY

Have you had any hospital
investigations/admissions?

YES | NO | PREFER NOT TO SAY

Do you take regular medication or are
you currently on treatment?

YES | NO | PREFER NOT TO SAY

Are you registered disabled?

YES | NO | PREFER NOT TO SAY

Are there any disabilities which may affect your application?

YES | NO | PREFER NOT TO SAY

Are there any reasonable adjustments which you feel should be made
to the recruitment process to assist you in your application for the job?

YES | NO | PREFER NOT TO SAY

Are there any reasonable adjustments which you feel should be
made to the job itself which would enable you to carry out the job?

YES | NO | PREFER NOT TO SAY

Are there any medical reasons, or are you currently taking any medication,
that will affect your ability to work nights?

YES | NO | PREFER NOT TO SAY

If you answered **YES** to any of the above questions please give details:

Print Name:

Sign:

Consultant Name:

Sign:

LEGAL DECLARATIONS:

Please carefully read through the declarations below. By agreeing at the bottom of this page you will be accepting the terms and will be bound by them.

Understanding Your Responsibilities

I declare that all the foregoing statements are true and complete to the best of my knowledge. Should the situation change whilst I am either:

- (a) engaged on a temporary assignment by AlwaysRecruitment...
- (b) in between assignments for Always Recruitment...

I will immediately notify the relevant Always Recruitment branch and, if appropriate, the Client company where I am working.

Health & Safety Declaration

Whilst working for Always Recruitment I will:

- (a) not use any machinery unless experienced and able not to work on a dangerous machine (e.g. Compactor) unless 18+ years of age and supervised or experienced in the use of machinery. I understand my responsibilities with regards to Health and Safety at Work and will adhere to all client rules and regulations when working for Always Recruitment.

I will ensure that at all times I will take every precaution to:

- (a) avoid injury to myself and others
- (b) prevent damage to any equipment/machinery.

I fully understand that in the event of an accident or injury caused whilst on assignment with Always, I am responsible to report the accident immediately.

Confidentiality Declaration

I will NOT at any time divulge to any person, nor use for my own or any other person's benefit/gain, any confidential information in relation to the Client or the Company or in relation to any of their employees, business affairs, transactions or finances which I may acquire during the currency of my agreement with the Company under the Terms. I understand that doing so may lead to legal action being taken against me.

Rehabilitation of Offenders Act 1974 Declaration

I declare that I have no current criminal convictions other than those that are spent under the Rehabilitation of Offenders Act 1974. If I do, I have completed the relevant fields during this application and explained in details what these convictions are.

Personal Declaration

I confirm the information given on my application is correct and there is nothing further, about which I am aware, that should be taken into account when offering me work. I understand that, should any information prove inaccurate, my assignment may be terminated. I hereby authorise Always Recruitment to seek references and I understand the information may be used to assist with my application for work. I agree that information given on my application may be used for registration & payroll purposes (which may include information being given to our preferred payroll provider) under the Data Protection Act. I also agree that should 'stop and search' be used on Client premises, I shall comply with instructions.

I confirm the terms of these declarations and agree to be bound by them.

Print Name:

Signature:

Dated:

Witness Name:

Witness Signature:

Dated:

Always Recruitment

Privacy Notice

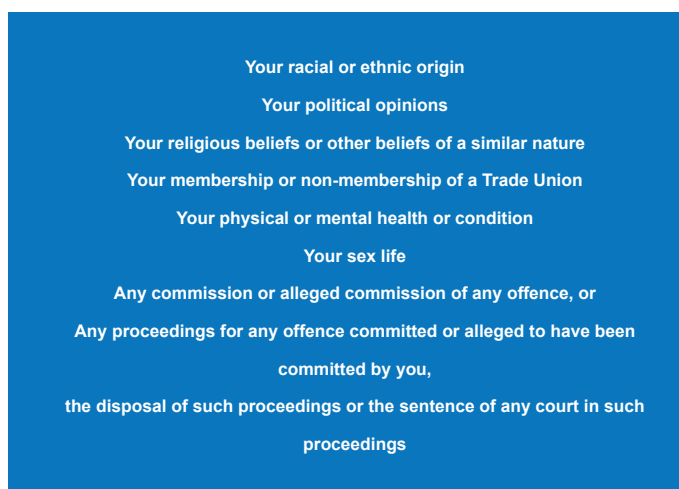
Your Personal Data and How We Use It

Personal data is any information which can be used to identify you as an individual. It may include details such as your name, address, bank details, National Insurance number, biometrics and photographs/film (this list is not exhaustive).

Data must be processed by Always Recruitment in accordance with one of the grounds for processing which are laid down in data protection law.

Sensitive Personal Data

Certain data is classified as 'sensitive personal data'. This will include data about;



We need you to provide your consent to us processing your sensitive personal data. We will ask you to sign a Data Protection Consent Form to confirm this.

The Data That You Have Given to Us

We need to process your personal data to enable us to operate our contract with our client which enables you to work on temporary assignments. In processing your personal data, we will comply with the eight data protection principles which require that your data must be;

- (a) Processed fairly and lawfully.
- (b) Processed for limited purposes and in an appropriate way.
- (c) Adequate, relevant and not excessive for the purpose.
- (d) Accurate.
- (e) Not kept longer than necessary for the purpose.
- (f) Processed in line with individuals' rights.
- (g) Secure.
- (h) Not transferred to people or organisations situated in countries without adequate protection.

Your Rights

You have the right to:

- a) Request access to any personal data we hold about you.
- b) Prevent the processing of your data for direct-marketing purposes.
- c) Ask to have inaccurate data held about you amended.
- d) Prevent processing that is likely to cause unwarranted substantial damage or distress to you or anyone else.
- e) Object to any decision that significantly affects you being taken solely by a computer or other automated process.

Providing Information to Third Parties

In some cases, we are required by law to pass your data on to a third party. This will apply to instances such as setting up your workplace pension scheme.

If there are no grounds in law for us to pass your personal data on to a third party, we must obtain your consent before passing on your details.

This will be necessary to enable Always Recruitment to pass your information on to the intermediary company who will be able to advise you of the entity who will employ you during the course of you carrying out your assignment(s).

Always Recruitment

Our Services and Using a Contracting Intermediary Company

What is Always Recruitment?

Always Recruitment (“Always”) is an employment business. When a hirer has a temporary vacancy, they come to us to ask us to find a worker to work on assignment for them.

The hirer does not have a contract with the worker.

The hirer will pay us for the services that are supplied to them and we will arrange to pay the temporary worker what is due to them.

What is a contracting intermediary company?

A contracting intermediary company, commonly referred to as an “umbrella company”, sits in the supply chain between Always and the worker. In some cases there may be one umbrella company between Always and the temporary worker, in some cases there may be more than one.

The lowest umbrella company in the supply chain will be your employer. The company employs temporary workers who work on assignment and contracts to provide their services to Always which, in turn, provides those services to the end hirer.

The umbrella company will issue a contract of employment to the temporary worker and also, enter into a contract with Always to provide the services to them. When this arrangement is in place Always will pay the umbrella company for the services that they have provided. The umbrella company will pay the temporary worker the remuneration that is due to them.



Why does Always use these companies?

Always uses umbrella companies to reduce its administration and the obligation of employing workers direct.

The umbrella company takes responsibility for all of the employer obligations including the operation of payroll and human resources services.

When we find an assignment for you to start we will talk to you about which umbrella company you want to use and will arrange for them to call you to get your engagement with them set up ready for payment. This can usually be done over the telephone.

What rights do I get working through the contracting company?

The umbrella company will engage you as an employee and so, you will qualify for full employment rights such as holiday pay, auto enrolment pension, sick pay, maternity pay etc

Can I use any umbrella company?

Provided that we can agree terms with your umbrella company you can potentially use any umbrella company of your choice.

Always Recruitment has carried out due diligence on a number of different intermediaries and strongly recommend Flo Outsourcing Solutions and Flo Back Office Solutions.

How do I know what I will be paid?

The hourly rate applicable to your assignment, inclusive of holiday pay, will be shown on our job advert.

- Flo will pay you the advertised rate (subject to statutory deductions) less holiday pay which will be retained until you take any annual leave
- Flo will pay you the advertised rate (subject to statutory deductions) and will pay your holiday pay to you in each pay period

The amount due to you will be paid across to your umbrella company for each hour that you work.

If you use an umbrella company other than Flo they may retain a proportion of the payment due to them as a margin. This is normally a set fee and they will advise you of this when you register.

The balance will be payable to you, less any statutory deductions. Your umbrella company will be able to provide you with a projection of how much you can expect to receive.

Any other deductions will be optional and you will be asked to agree to them before any are taken from your pay

What will happen when my assignment ends?

Usually, you will only be paid when you do work and provide a timesheet and so, there may be periods between assignments when you will not be paid. Your contract of employment with your umbrella company will not end automatically and so, if you find a new assignment they should be able to arrange to pay you for it via your existing contract with them. This means that you do not need to go through a new registration each time you get a new assignment. Here at Always we will always try to find you a suitable new assignment as quickly as possible.

Who do I go to if I have any questions?

If you have any queries do give our Flo customer service team a call. We will be happy to help.

Flo: 01827 438065

Always Recruitment

Passing Personal Data to Third Parties

We have detailed below any third parties who we will provide your personal data to. We cannot pass this data to them without your consent.

Company	Reason We Pass Data to Them
e.g. Our client	They will be offering you various assignment(s)
e.g. Flo Outsourcing Solutions Ltd ("FOS") & Flo Backoffice Solutions limited ("FBS")	They will be able to introduce you to your employer who will engage you through your assignments with us

Sensitive Personal Data

I understand that the Company may need to process my sensitive personal data in carrying out its duties, rights and obligations as the Agency which sources my assignments. Sensitive personal data includes;

Your racial or ethnic origin
Your political opinions
Your religious beliefs or other beliefs of a similar nature
Your membership or non-membership of a Trade Union
Your physical or mental health or condition
Your sex life
Any commission or alleged commission of any offence, or
Any proceedings for any offence committed or alleged to have been committed by you,
the disposal of such proceedings or the sentence of any court in such proceedings

Please sign here to confirm that you give consent for us to process your sensitive personal data and to pass on your personal data to the stated third parties (or delete any item that you do not consent to);

I confirm my consent to processing of my sensitive personal data and my personal data being passed to the companies detailed in the table above;

Signed:

Date: