



Temporary Registration Checklist

**Please ensure you return all documentation detailed in the “Temporary Registration Checklist”.
Employment is subject to the completion and return of the following documentation.**

- BACS Authorisation Form**
Required to authorise The Agency to pay you into a nominated bank account.
- Applicant Declaration**
Confirms you have no criminal record & able to work in the UK
- Pre Employment Health Declaration**
Confirming you do not require any special provisions within the workplace
- Contract for Services**
The agreement between Howard James Recruitment Ltd and you the temporary worker
- HMRC – New Starter Form**
Required to ensure you do not overpay tax to the government. This replaces P45, P46 and P38.
- Right to Work Documentation**
This is a proof of identification, I am sure you understand the need in this day and age
- GDPR Compliance Form**
Under the GDPR rules and regulations we need permission to contact you, please complete to allow us to send you information relating to your job search/employment
- Reference Information**
All employment with The Agency is subject to satisfactory references. Please provide reference information to cover the last two years or your last three jobs.

Additional Documents (only if required for the contract)

- Consent to Drug and Alcohol Screening**
Due to Health & Safety regulations some of our clients require periodical Drugs and Alcohol tests for insurance purposes.
- Consent to Search**
Gives your permission for the hiring company to search you periodically without notice
- Authorisation to release/exchange confidential information**
Gives permission to share your starter information with your new company

Employment will only commence upon receipt of all the above documents.

Please complete, scan and return via email to: **payroll@howardjames.co.uk**

Where you do not have the facility to scan and email the documents back, either post by **“RECORDED”** mail or **“Fax”** to:

POSTAL ADDRESS

Howard James Recruitment Consultancy Ltd
Payroll Department
83 Ducie Street, Manchester, M1 2JQ

FAX NUMBER

01606 339780

NB – Postal submissions should be sent recorded to ensure security



BACS Authorisation Form

To allow Howard James Recruitment Consultancy Ltd (The Agency) to pay you directly into your bank account, please complete the form below. Your account can be held by either a bank or building society. The Agency will make payments into any UK account nominated by this form, if the money is transferred to an account other than one in your name, signing this form absolves The Agency from any responsibility for the money. By completing this form and returning it to The Agency you acknowledge you are asking for any future payments from The Agency to be paid into this account. To change nominated bank account, you must complete and return a further BACS form and return to The Agency.

| | | | | | | | | | | | |
|----------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Full Name | <input type="text"/> | | | | | | | | | | |
| Date of Birth | <input type="text"/> | | | | | | | | | | |
| Email Address | <input type="text"/> | | | | | | | | | | |
| Mobile No: | <input type="text"/> | | | | | | | | | | |
| Address | <input type="text"/> | | | | | | | | | | |
| Postcode | <input type="text"/> | | | | | | | | | | |
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| Bank Name | <input type="text"/> | | | | | | | | | | |
| Bank Location | <input type="text"/> | | | | | | | | | | |
| Account Holder Name | <input type="text"/> | | | | | | | | | | |
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I hereby authorise The Agency to pay any money due now or in the future into the above bank account and send any correspondence to the postal or email address above.

Signed:

Printed Name:

Date: ____/____/____



Applicant Declaration

I (*print name*) hereby declare all the information provided to Howard James Recruitment Consultancy Ltd (The Agency) relating to my employment history and any related figures are true and accurate, I have no criminal record or proceedings outstanding against me and I confirm I am allowed to work in the UK legally.

Signature: Date:

Pre-Employment Health Declaration

Important: The following questions are issued to help identify any health problems or disability that may be relevant to your application. It is not a confidential medical document so please do not write any confidential medical history. Any specific medical questions will be asked by the occupational health advisor if there is any need to contact you.

Failure to answer all of the questions will delay the processing your application

| Have you had or do you suffer from any of the following | YES | NO |
|---|------------|-----------|
| Any physical or mental condition that might affect your ability to do or be made worse by doing the job you have applied for? | | |
| Any physical or mental health condition that might affect your safety or the safety of others at work? | | |
| Any disabilities (as defined by the Equality Act 2010)? | | |
| Do you need any adjustments made to your workplace, workplace equipment or working practices? | | |
| Any other condition or health problem that the Occupational Health Unit should be made aware of or you want advice about? | | |

I confirm that to the best of my knowledge, the answers given above are true and correct. I also understand that failure to disclose any relevant information may result in dismissal. I also authorise The Agency to release this form to any employer I work for via The Agency.

Signature: Date:



*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 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;
 - “**Agency**” means Howard James Recruitment Consultancy Ltd whose payroll address is PO Box 362, Northwich, Cheshire, CW8 1WB;
 - “**Temporary Worker**” means the person signing at the bottom of this Contract for Services.
 - “**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 Agency to the Client.
- 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 Agency and the Temporary Worker and they govern all Assignments undertaken by the Temporary Worker. However, no contract shall exist between the Agency 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 Agency and the Temporary Worker. The Temporary Worker is engaged as a self-employed worker, although the Agency 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 Agency 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 Agency will endeavor to obtain suitable Assignments for the Temporary Worker to work as an office worker. The Temporary Worker shall not be obliged to accept an Assignment offered by the Agency.
- 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 Agency; that the Agency 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 Agency 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 Agency 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 Agency 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 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.
- 3.5. 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.
- 3.6. 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 Agency, the Temporary Worker acknowledges that the Agency 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 Agency without further charge to the Client. In addition the Agency 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 to the Temporary Worker remuneration calculated at a minimum hourly rate of not less than the currently legislated minimum wage, being the minimum rate of remuneration that 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 Agency 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 Agency 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 Working Time Regulations 1998 under this clause, the leave year commences on the first day of January.
- 5.2. Under the Working Time Regulations 1998, the Temporary Worker is entitled to 4 weeks' paid leave per leave year. 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.
- 5.3. Where a Temporary Worker wishes to take paid leave during the course of an assignment s/he should notify the Agency 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 Agency 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 Agency will inform the Temporary Worker in writing giving at least the same length of notice as the period of leave that has been requested.
- 5.4. 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. Payments for annual leave will be calculated on the basis of rates paid during the Client's normal working hours i.e. those which do not attract overtime rates of pay.
- 5.5. 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.



- 5.6 Where a Bank holiday or other public holiday falls during an Assignment and the Temporary Worker does not work on that day, the public holiday shall count as part of the Temporary Worker's paid annual leave entitlement.
- 5.7 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 5.4 above
- 5.8 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 Agency 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 Agency shall pay the Temporary Worker for all hours worked regardless of whether the Agency has received payment from the Client for those hours.
- 7.3 Where the Temporary Worker fails to submit a properly authenticated time sheet the Agency 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 Agency 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 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.
- 8 CONDUCT OF ASSIGNMENTS
- 8.1 The Temporary Worker is not obliged to accept any Assignment offered by the Agency but if s/he does so, during every Assignment and afterwards where appropriate, s/he 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 Agency' 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 s/he should inform the Client and/or the Agency 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 Agency without delay.
- 9 TERMINATION
- 9.1 The Agency 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 Agency [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 Agency 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 Agency to notify his availability for work for a period of three weeks, the Agency will forward his P45 to his 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
- 11 GDPR
- 11.1 Throughout the temporary assignment the agency will be in regular contact with you via email, telephone and postal service, by signing this document you consent to The Agency contacting you via any of the details you have provided to us
- 11.2 The Agency will keep your contact data on file for period of 12 months from the end of your temporary assignment.

The 'first day' will be the first occasion on which a Temporary Worker is supplied to work for the Client or the first day of an assignment where there has been more than 42 days since the end of any previous assignment.

Printed Name:

Signature: Date:



Right to Work

I confirm that I have shared with Howard James Recruitment Consultancy Ltd (The Agency) and The Agency has taken a copy of the following documents:

Proof of ID

- Passport "OR"
- Full Birth Certificate

National Insurance Number

- "Permanent" National Insurance Number (card or official document showing the NI Number)

Proof of Address

- Utility Bill "OR"
- Bank Statement
- Other official document showing address (e.g driving license)

Printed Name:

Signature: Date:

GDPR Compliance

I confirm that have provided my contact information to Howard James Recruitment Consultancy Ltd and I am happy for them to contact me for the next 24 calendar months via:

- Email
- Telephone
- Postal Service

Printed Name:

Signature: Date:



Reference Information

I (printed name)..... authorise Howard James Recruitment Consultancy Ltd (The Agency) to seek references from my previous employers with the understanding that my current employer will not be contacted until a formal offer of employment has been received and accepted by myself.

Signature: Date:

Reference One (current / Most recent Employer)

| | | | | |
|--------------------|-------|--|-----|--|
| Referees Name | | | | |
| Organisation Name | | | | |
| Email Address: | | | | |
| Phone number | | | | |
| Dates employed | From: | | To: | |
| Position Held | | | | |
| Reason for Leaving | | | | |

Reference Two

| | | | | |
|--------------------|-------|--|-----|--|
| Referees Name | | | | |
| Organisation Name | | | | |
| Email Address: | | | | |
| Phone number | | | | |
| Dates employed | From: | | To: | |
| Position Held | | | | |
| Reason for Leaving | | | | |

Reference Three

| | | | | |
|--------------------|-------|--|-----|--|
| Referees Name | | | | |
| Organisation Name | | | | |
| Email Address: | | | | |
| Phone number | | | | |
| Dates employed | From: | | To: | |
| Position Held | | | | |
| Reason for Leaving | | | | |



Consent to Drug and Alcohol Screening

I, understand that some organisations are drug and alcohol-free workplaces and that a drug and alcohol test is a condition of employment.

I agree that if I am offered and accept a position in some cases I will be required to take a test to screen for the use of illegal drugs and alcohol.

Furthermore, I understand that additional random screening programmes are carried out periodically.

I hereby consent to be screened both initially and as part of the ongoing screening programme where I work.

I understand any positive result will affect my employment and may result in termination of the contract and that these results will become part of my employment record.

Signature: _____ Print Name: _____

Date: ____/____/____

Consent to Search

I, understand some organisations operate a random search policy on all employees. I agree that if I am offered and accept a position I am happy to be searched in line with the hiring company policy.

Furthermore, I understand that a random search programme is carried out periodically and I am happy to be searched at any point.

I hereby consent to the search process and ongoing random search programme.

I understand that should I be found in possession of company goods the matter will be reported to the Police and the company will prosecute.

Signature: _____ Print Name: _____

Date: ____/____/____



Authorisation to release/exchange confidential information

I _____ authorise Howard James Recruitment Consultancy Ltd (HJRCL) to:

- release to:
- obtain from:
- exchange with:

_____ (the client)

the following information pertaining to myself (The Candidate):

- Passport
- Birth Certificate
- Driving License
- National Insurance Number
- Proof of Address
- Contract for Services
- BACS Form
- Applicant Declaration
- Pre-Employment Health Declaration
- Reference Information

This consent will automatically expire one (1) year after the date of my signature as it appears below.

I understand I have the right to refuse to sign this form, and that I may revoke my consent at any time (except to the extent that the information has already been released).

_____ Date: ____/____/____

Signature of The Candidate



Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous three tax years. **Do not send this form to HM Revenue and Customs (HMRC).**

Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. **Do not send this form to HMRC.**

Employee's personal details

1 Last name

2 First name(s)
Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth

3 Are you male or female?
Male Female

4 Date of birth DD MM YYYY

5 Home address

Postcode

Country

6 National Insurance number (if known)

7 Employment start date DD MM YYYY

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.

Please turn over >

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

Signature

Name

Date DD MM YYYY



Howard James Recruitment Consultancy Ltd
 83 Ducie Street, Manchester, M12JQ
 T: 0161 641 2550
 www.howardjames.co.uk

Return timesheets to:
 payroll@howardjames.co.uk

WEEKLY TIMESHEET

| | | | |
|-----------------|--|----------------|--|
| YOUR NAME: | | COMPANY: | |
| DATE OF BIRTH: | | MANAGERS NAME: | |
| WEEK END: (SUN) | | CONTACT NO: | |

| | Example | Mon | Tue | Wed | Thur | Fri | Sat | Sun | |
|-------------|---------|-----|-----|-----|------|-----|-----|-----|---------------------------|
| Start Time | 10:00 | | | | | | | | Total Weekly Hours Worked |
| Finish Time | 17:30 | | | | | | | | |
| Hours | 7.5 | | | | | | | | |
| Lunch Break | -1hr | | | | | | | | |
| Total Hours | 6.5 | | | | | | | | |

Return timesheets before Monday at noon for payment in the same week
 The Temporary Workers notice is drawn to the "Contract for Services" provided at registration.

| | |
|-----------------------------|-------------------|
| <i>CLIENT AUTHORISATION</i> | <i>PO Number:</i> |
|-----------------------------|-------------------|

I can confirm the hours stated above are correct and I have read and agreed to Howard James Recruitment Consultancy Ltd, Terms of Business previously supplied and I have the authority to sign off this timesheet on behalf of the company named above.

Name _____

Signed:

Printed Name _____

| |
|---------------------------------------|
| <i>TEMPORARY WORKER AUTHORISATION</i> |
|---------------------------------------|

I the undersigned temporary worker confirm that I have worked the hours stated above, have read, understand and agree to the "Contract of Services for Temporary Workers Terms of Engagement" and Timesheet procedures supplied at registration.

Name _____

Signed:

Printed Name _____

Please confirm receipt of your timesheet, failure to do so could result in non-payment of wages.

| |
|----------------------------|
| <i>For office use only</i> |
|----------------------------|

Standard Charge Rate: _____ Standard Pay Rate: _____ Authorised by: _____