

DMR

david mills recruitment

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REGISTRATION FORM

Title: Mr Mrs Ms Miss	Name:	Surname:		
Nationality:	Date of Birth: / /	NI Number:		
Address:	Telephone No:			
	Mobile No:			
	Email Address:			
Post Code:				
NEXT OF KIN IN CASE OF EMERGENCY:-				
Name:-		Relationship to you:-		
Address:	Telephone No:			
	Mobile No:			
	Email Address:			
Post Code:				
TYPE OF TRANSPORTATION:-	Car	Bike	Public Transport	Other
PLEASE TICK BELOW WHERE YOU HAVE HAD PREVIOUS EXPERIENCE:-				
Warehouse	<input type="checkbox"/>	7.5 Ton	<input type="checkbox"/>	<input type="checkbox"/>
HGV 1	<input type="checkbox"/>	Van Driver	<input type="checkbox"/>	<input type="checkbox"/>
LGV 2	<input type="checkbox"/>	Forklift	<input type="checkbox"/>	<input type="checkbox"/>
PLEASE STATE YOUR AVAILABILITY (EALIEST DATE):- / /				
EMPLOYMENT HISTORY (MINIMUM 5 YEARS) PLEASE ALSO STATE ANY GAPS IN YOUR EMPLOYMENT				
Name and Address of Company	From	To		Reason for Leaving

CONFIDENTIAL MEDICAL QUESTIONNAIRE

PLEASE COMPLETE THE QUESTIONNAIRE BELOW:

Please State below if you have ever:	No	Yes	Please give details:
Had an operation?			
Been seriously injured?			
Received in-patient treatment?			
Received a disability pension?			
Been registred disabled?			
Been made ill by your work?			
Dismissed from employment re health?			
Have you ever had an injury at work?			
Have you a claim pending for any injury?			

Do you suffer from or have you ever had?

Diabetes	Yes/No	Anemia	Yes/No	Varicose veins	Yes/No
High blood pressure	Yes/No	Eczema/Skin rashes	Yes/No	Swelling of legs	Yes/No
Shortness of breath	Yes/No	Frequent headaches	Yes/No	Rupture	Yes/No
Frequent cough	Yes/No	Heart trouble	Yes/No	Back trouble	Yes/No
Rheumatic fever	Yes/No	Chest trouble	Yes/No	Ear trouble	Yes/No
Arthritis	Yes/No	Fainting/Dizziness	Yes/No	Eve trouble	Yes/No
Epilepsy/Fits	Yes/No	Hayfever	Yes/No	Nerve trouble	Yes/No
Asthma	Yes/No	Jaundice/Hepatitis	Yes/No	Period problems	Yes/No

Are you currently on any medication? Yes/No (Please give details)

Do you wear glasses or Contact lenses? Yes/No :- if yes please state for what purpose.

Reading: - Yes/No

Writing: - Yes/No

VDU: - Yes/No

Driving: - Yes/No

Are you colour blind: - Yes/No

Have you ever worked with chemicals in previous work places? : - Yes/No

If Yes please state which ones:-

Have you ever had any allergic reaction? : - Yes/No

If Yes please state which ones:-

Bank/Building Society: Branch Location
Sort Code:
Account No: (8 digit max)
Building Society Ref:
Account Name:
N.B. if the bank account name of the operative, a letter of authority must be attached.

DATE:

NAME:

FOLIO NO:

I authorise for the payment of £8.00 to be deducted from my wages yearly in relation to the Licence check to be carried out by the DVLA

Signature..... Date.....

Consultant..... Date.....

Declaration:-

I can confirm that the information given is true to the best of my knowledge and give my consent to this information being retained on my personal file.

Signature:.....

Print Name:.....

Date:.....

Undeclared:-

I acknowledge that I have been asked to complete a health assessment questionnaire for night workers but have declined to do so and know of no medical reason that prevents me from working nights. I give my consent for this information to be retained on my personal file

Signature:.....

Print Name:.....

Date:.....

GENERAL EDUCATION: PLEASE PROVIDE DETAILS OF EDUCATION:-			
Educational Establishment	Date From	Date To	Qualifications Gained

REFERENCES: PLEASE PROVIDE 2 REFEREES, INCLUDING YOUR MOST RECENT EMPLOYER:-

May we contact before you start:	Referee 1:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Referee 2:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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1st Referee Name: - **Position:-**

Address: **Telephone:**
Post Code: **Mobile:**
Email:

Known me for: Years

2nd Referee Name: - **Position:-**

Address: **Telephone:**
Post Code: **Mobile:**
Email:

Known me for: Years

HAVE YOU HAD A CRIMINAL RECORD?:-

By Criminal Record- We mean any offence that you were found guilty of committing by Court or by a Court Martial (this includes motoring offences). We also mean any cases that may be pending. Answering yes does not mean that we can not consider you for employment. However, we may look more favourably on your application if you give us details of the circumstances.

If you have a conviction that is spent under the Rehabilitation of Offenders Act 1974 and 1986, you can honestly answer that you do not have a criminal record.

No. I do not have a Criminal Record	<input type="checkbox"/>	Yes. I do have a Criminal Record-Please complete the below	<input type="checkbox"/>
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Nature of the Offence	The sentence of Court Order	Date of Conviction	Name of Court Hearing

I declare that this information is true and complete:

Signature:..... **Date:...../...../.....**

Getting to Grips with Manual Handling

Good Handling Technique

Here are some important points, using a basic lifting operation as an example

Stop and think

Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.

Position the feet

Feet apart, giving a balance and stable base for lifting (tight skirts and unsuitable footwear this difficult). Leading leg as far forward as is comfortable and if possible pointing in the direction you intend to go.

Adopt a good posture

When lifting from a low level, bend the knees but do not kneel or over flex the knees. Keep the back straight maintaining its natural curve (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.

Get a firm grip

Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as you proceed, do so as smoothly as possible.

Keep close to the load

Keep the load close to the trunk for as long as possible. Keep heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift.

Don't jerk

Lift smoothly, raising the chin as the lift begins, keeping control of the load.

Move the feet

Don't twist the trunk when turning to the side.

Put down, then adjust

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

How do I know if there's a risk of injury?

It's a matter of judgement in each case, but there are certain things to look out for, such as people puffing and sweating, excessive fatigue, bad posture, cramped work areas, awkward or heavy loads or a history of back troubles. Operators can often highlight which activities are unpopular, difficult or arduous.

Please date and sign when read

Name:.....

Date:.....

Signature:.....

OPT - OUT OF 48 HOUR WORKING WEEK AGREEMENT

1. DEFINITIONS

- 1.1 "Assignment" Means the period during which the Worker is engaged to render services to the Client;
"Client" Means the person, firm or corporate body together with any subsidiary or associated company as defined by the Companies Act 1985 engaging the services of the worker;
- "Employment Business" Means David Mills Recruitment
"Temporary Worker" Means
- 1.2 References to the singular include the plural and references to the masculine include the feminine and vice versa.
1.3 The headings contained in this agreement are for convenience only and do not affect their interpretation.

2. RESTRICTIONS

- 2.1 The Working Time Regulations 1998 provide that the temporary worker shall not work on an Assignment with the Client in excess of the Working Week unless they agree in writing that this limit should not apply.

3. CONSENT

- 3.1 The Temporary Worker hereby agrees that the working week limit shall not apply to the Assignment

4. WITHDRAWAL OF CONSENT

- 4.1 The Temporary Worker may end this agreement by giving the Employment Business 4 weeks written notice.
4.2 For the avoidance of doubt, any notice bringing the agreement to an end shall not be construed as termination by the Temporary 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 not apply with immediate effect.

5. THE LAW

- 5.1 These terms are governed by the law of England and Wales and are subject to the exclusive jurisdiction of the court of England and Wales.

.....
Signed by the Temporary Worker

.....
Date

ADDENDUM TO STATEMENT OF TERMS OF ENGAGEMENT

The following conditions shall form part of the contract between you and David Mills Recruitment Ltd and shall be rigorously observed. Each of the following clauses shall be construed as an entirely separate obligation and the enforceability of anyone or more if the clauses shall not in any way affect the unenforceability of any other clause. Should any provision of this section or any part of any provision be rendered void then that provision shall be deleted and, as far as the context allows, all other provisions shall be unaffected.

- (1) You the temporary worker, shall post photocopies of all Tachograph's that relate to that working period. The period for Tachograph's shall run from Saturday to Friday. If all copies are not received by the Wednesday of the week following then that worker shall be removed from current contract until documentation is received.
- (2) After the period of 28 days, as stated by the Vehicle & Operator Services Agency, all original Tachograph's shall be posted to us using recorded delivery. This shall happen every Monday of each week.
- (3) For every Tachograph that is not received after 35 days from the date of the contract then we may deduct to sum of £5.00 as an administration charge.

.....
Signed by the Employee

Date/...../20.....

.....
Name (Printed)

Date/...../20.....

.....
Signed on behalf of David Mills Recruitment Ltd

PROCEDURE FOR DRUG AND ALCOHOL TESTING OF CONTRACT AND AGENCY STAFF WORKING FOR, AND ON EXEL SITES

INTRODUCTION

Exel has overall responsibility for the health, safety and welfare of those persons working on their premises and as part of this, they are to introduce a Substance Misuse Policy including testing for Drugs & Alcohol for all their employees. This will include contract agency and any other people carrying out work for them, and/or working on their premises.

Exel does not wish to interfere with the personal life of workers or reduce their social activities. However, it should be understood that the physical and psychological effects of alcohol and drugs may be detrimental to health and safety of others. It is for this reason that Exel is to introduce this policy as of 1st March 2006.

THE NEED FOR A POLICY:

- To comply with the Health & Safety at Work Act 1974, which requires employers to provide a safe place to work. Also the employee is responsible for the health & safety of themselves and others, effected by their acts or omissions.
- Statistics available on accidents show that 60% of fatal accidents and 25% of all accidents at work are alcohol related.
- 25% of people seeking help for drug abuse problems are in employment.
- 14 million working days are lost each year through alcohol and drug problems

Although there is no evidence with Exel at present to give unnecessary cause for concern, as a responsible employer, Exel wish to be proactive in preventing any potential problems catastrophes, and are therefore introducing this policy as part of their health and safety management control system.

APPLICATION OF THE POLICY:

- This policy will apply to all those working for and on Exel sites and locations, including Contract and Agency workers.
- All contract and agency staff will receive a briefing and information leaflet during their induction training into Exel.

THE RULES:

1. The uses or misuse of alcohol and drugs (classified under the Misuse of Drugs Act 1971) is prohibited. This includes drinking alcohol during meal breaks/split shifts.
2. All Exel sites and locations will be alcohol and drug free zones; this includes all premises and vehicles.
3. whilst carrying out work for Exel, workers must be in a fit condition, free from traces of illegal drugs and below the company alcohol limit (Blood Alcohol Concentration of 0.8%.
4. Any workers who arrive for work smelling of a and/or there is a reason to believe he/she may be under the influence of drugs; or if a worker is involved in an accident, incident or dangerous occurrence, where it is though that alcohol or drugs may have been a contributing factor, will be tested for alcohol and drug of abuse.
5. (If Applicable in the policy) Exel will also be carrying out random testing of employees, this may include contract and agency staff.
6. Under the circumstances in 4(&5) above Exel will carry out the following:
 - A drugs and/or alcohol test on the individual. (A breath test and / or urine test will be carried out by a competent person).
 - If the test proves to be positive (above the company limit) the individual will be removed from site and the Contract/Agency Manager informed.
 - The individual will not be allowed back on site until the Contractor/Agency has dealt with the situation to ensure it does not reoccur.
7. Exel reserves the right to ban and/or remove from site any worker who is or appears to be under the influence of alcohol or drugs.
8. The Contractor/Agency must ensure they have in place a procedure and/or policy for managing Drugs and Alcohol in the workplace, equal to or better than that of Exel and provide evidence of this to the company.

Please Sign

TERMS OF ENGAGEMENT OF TEMPORARY WORKERS

Contracts, Terms of Business and Policies are available on our website

“Assignment”	Means the period during which the Temporary Worker is supplier to render services to the Client;
“Client”	Means the person firm or corporate body together with any subsidiary or associated company as defined by the Companies Act 1985 requiring the services of the Temporary Worker;
“Employment Business”	Means Canopy Recruitment Ltd t/a David Mills Recruitment
“Temporary Worker”	Means: _____ (your name)

- 1.2 Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.
- 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 their remuneration in accordance with clause 4.1.
- 2.3 No variation or alteration of these Terms shall be valid unless approved by the Employment Business in writing.
3. **ASSIGNMENTS**
- 3.1 The Employment Business will endeavour to obtain suitable Assignments for the Temporary Worker to work as a
- 3.2 The Temporary Worker acknowledges that the nature of the temporary work means that there may be periods when no suitable work is available and agrees that suitability shall be determined solely the Employment Business; and 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.
- 3.3 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 Times Regulation shall be 1st October 1998 or the date on which the Temporary Worker commences the first Assignment, if later.
4. **REMUNERATION**
- 4.1 The Employment Business shall pay to the Temporary Worker remuneration calculated at a minimum hourly rate of 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 reductions in respect of PAYE Class 1 National Insurance Contributions and Income Tax pursuant to S134 of the Income and Corporation Taxes Act 1988 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 rest breaks, holidays, illness or absence for any other reason unless otherwise agreed.
- 4.3 We undertake to pay the Temporary Worker regardless of whether we receive payment from our client.
- 4.4 The rate of pay will be above the current minimum wage and in line with the current market rate for the work undertaken.
5. **STATUTORY LEAVE**
- 5.1 For the purpose of calculating entitlement to leave under this clause, leave entitlement commences on the date that the Temporary Worker starts an Assignment or a series of Assignments which last for a continuous period of 13 weeks or more. The leave year ends on the anniversary of the first Assignment.
- 5.2 Under The Working Time Regulations 1998, the Temporary Worker is entitled to 5.6 week's paid leave per leave year. All entitlement to leave must be taken during the course of the year in which it accrues and none may be carried forward to the next year.
- 5.3 The right to paid leave only arises once the Temporary Worker has been engaged on Assignments through the Employment Business for a continuous period of 13 weeks. Entitlement to paid leave accrues in proportion to the amount of time worked continuously by the Temporary Worker on Assignment during the leave year. The amount of the payment to which the Temporary Worker is entitled in respect of such leave is calculated in accordance with and in proportion to the number of hours which they work on Assignments. Payments for annual leave will be calculated on the basis of rates paid during a client's normal working hours i.e. those which do not attract overtime rates of pay.
- 5.4 Where the Temporary Worker wishes to take any leave to which they are entitled, they should notify the Employment Business in writing of the dates of their intended absence. The amount of notice which the Temporary Worker is required to give should be at least twice the length of the period of leave they wish to take. Unless the Employment Business informs the Temporary Worker in writing that it is not possible for the to take the leave on the specified dates, the Temporary Worker shall be entitled to take up their leave entitlement.
- 5.5 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. **TIME SHEETS**
- 6.1 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 their time sheet duly completed to indicate the number of hours worked by them during the proceeding week (or such lesser period) and signed by an authorised representative of the Client. Failure to submit a time sheet for hours worked will delay payment for those hours.
- 6.2 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 they are carrying out their activities or duties for the Client as part of the Temporary Worker's working time for these purposes.
7. **CONDUCT OF ASSIGNMENTS**
- 7.1 The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if they do so, during every Assignment and afterwards where appropriate, they will:-
- Co-operate with the Client's staff and accept the direction, supervision and control of any responsible person in the Client's organisation.
 - Observe any relevant rules and regulations of the Client's establishment to which attention has been drawn or which the Temporary Worker might reasonably be expected to ascertain
 - Unless arrangements have been made to the contrary, conform to the normal hours of work in force at the Client's establishment.
 - Take all reasonable steps to safeguard their own safety and the safety of any other person who may be present or affected by their actions on the Assignment and comply with the health and Safety policy of the Client.
 - Not engage in any conduct detrimental to the interest of the Client.
 - Not at any time divulge to any person, nor use for their or any other person's benefit, any confidential information relating to the Client's or the Employment Business' employees, business affairs, transactions or finances.
 - Adhere to the current legislation in respect of driving rules, regulations and hours and inform the Employment Business of any hours worked during that work week for other Employment Businesses or for clients directly.
- 7.2 If the Temporary Worker is unable for any reason to attend work during the course of an Assignment they should inform the Employment Business within one hour of the commencement of the Assignment or shift.
8. **TERMINATION**
- 8.1 The Employment Business or the Client may, without prior notice or liability, terminate the Temporary Worker's Assignment at any time.
- 8.2 The Temporary Worker may terminate an Assignment at any time without prior notice or liability
- 8.3 If the Temporary Worker does not inform the Employment Business in accordance with clause 7.2 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 8.2 unless the Temporary Worker can show that exceptional circumstances prevented them from complying with clause 7.2.
- 8.4 If the Temporary Worker is absent during the course of a Assignment and the contract has not been otherwise terminated, the Employment Business will be entitled to terminate the contract in accordance with clause 8.1 if the work to which the absent worker was assigned is no longer available to the Temporary Worker.
- 8.5 If the Temporary Worker does not report to the Employment Business to notify their availability for work for a period of three weeks, the Employment Business will forward their P45 to their last known address.
9. **LAW**
- 9.1 These terms are governed by the law of England and Wales and are subject to the exclusive jurisdiction of the courts of England and Wales.