

PERSONAL DETAILS

Full Name _____

Address _____

_____ Post Code _____

Email _____ Contact number _____

Date of Birth _____ National Insurance _____

Date of Application _____ Position Sought _____

NEXT OF KIN DETAILS

Name _____ Relationship _____

Emergency contact number _____

BANK DETAILS

Account holder name _____

Bank or Building Society _____

Building Society Reference No _____

Sort code _____ Account number _____

CRIMINAL CONVICTIONS

Do you have any unspent convictions that you must declare under the Rehabilitation of Offenders Act 1974?
YES / NO (please delete as appropriate). If 'Yes', please outline conviction states and dates:

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EMPLOYMENT HISTORY

Please provide five continuous years of employment history. If there are any gaps in your employment, please provide those details. AFE will require at least two references from the below.

Company _____ Contact _____

Phone _____ Email _____

Position held _____ From _____ End _____

May AFE request a reference from this person/company? Yes / No (delete as appropriate)

Company _____ Contact _____

Phone _____ Email _____

Position held _____ From _____ End _____

May AFE request a reference from this person/company? Yes / No (delete as appropriate)

Company _____ Contact _____

Phone _____ Email _____

Position held _____ From _____ End _____

May AFE request a reference from this person/company? Yes / No (delete as appropriate)

Company _____ Contact _____

Phone _____ Email _____

Position held _____ From _____ End _____

May AFE request a reference from this person/company? Yes / No (delete as appropriate)

Company _____ Contact _____

Phone _____ Email _____

Position held _____ From _____ End _____

May AFE request a reference from this person/company? Yes / No (delete as appropriate)



HEALTH DECLARATION

	Yes	No
Do you need any special aids / adaptations to assist you at work, whether or not you have a disability?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a medical condition or disability which may affect your ability to carry out your proposed work?	<input type="checkbox"/>	<input type="checkbox"/>
Are you having, or waiting for, treatment or investigation of any kind at present?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever left a previous employment through ill-health or a work related injury or condition?	<input type="checkbox"/>	<input type="checkbox"/>

If you are happy to be considered for night shifts, please complete all of the below:

	Yes	No
Do you suffer from diabetes?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, do you require insulin?	<input type="checkbox"/>	<input type="checkbox"/>
Do you suffer from a heart condition or circulatory disorder?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, does this affect your physical stamina and your ability to do physical work?	<input type="checkbox"/>	<input type="checkbox"/>
Do you suffer from any stomach or intestinal disorders?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any conditions where the timing of a meal is important?	<input type="checkbox"/>	<input type="checkbox"/>
Do you suffer from any medical conditions that could affect your sleep?	<input type="checkbox"/>	<input type="checkbox"/>
Do you suffer from any chronic chest disorders, whereby night-time symptoms are particularly troublesome?	<input type="checkbox"/>	<input type="checkbox"/>
Do you suffer from any medical conditions requiring regular medication at set times?	<input type="checkbox"/>	<input type="checkbox"/>
Do you suffer from any mental health illnesses?	<input type="checkbox"/>	<input type="checkbox"/>



IDENTIFICATION & RIGHT TO WORK

Please provide the following:

- Valid proof of identification – for example passport or ID card.
(A Driving Licence is not proof of ID)
- Proof of Address dated within the last three months. Paper or electronic, utility bill or bank statement.
- If required, any documentation confirming your right to work in the UK – for example, a Home Office letter or a work visa.

POLICIES & PROCEDURES HANDBOOK

It is very important that you familiarise yourself with our policies and procedures whilst working through us. These are available from our company website at www.aferecruitment.co.uk. If you do not have access to the internet, a hard copy can be made available to you by contacting the office on 01707 655 194.

GANGMASTERS & LABOUR ABUSE AUTHORITY (“GLAA”)

AFE Recruitment Ltd is regulated by the GLAA for all activities related to:

- Processing and packaging of fresh food, drinks and other produce;
- Agriculture and Horticulture;
- Shellfish gathering.

You can raise any problems or issues you may have at work with us, using our grievance reporting procedures. Alternatively, you can report issues directly to the GLAA by calling 0800 432 0804 or through the GLAA website at www.gla.gov.uk/report-issues/

Declaration

By signing below you are confirming that all the information provided is accurate, to the best of your knowledge. You are also consenting to us checking your driving license details using DVLA online service. We use this service to ensure that your license is valid and that you have the relevant entitlements for the proposed work.

Signed _____ Date _____

Name _____

Privacy Note

We will process the information provided in this registration pack in both hard copy and digital format. We will use the information only in connection with checking your eligibility to work in the UK, your suitability for a role and in order to find you work. We may share certain personal data with our clients prior to making an introduction. For full details of processing please email us on enquiries@aferecruitment.co.uk.

MODERN SLAVERY POLICY STATEMENT

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015. We expect the same high standards from all of our employees, contractors, suppliers and other business partners, and as part of our contracting processes, we include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.

PAYE CONTRACT

This Agreement between the parties is made on the date of the last signature below.

1. Parties

1.1 AFE Recruitment Ltd, a company incorporated in England and Wales with registered number 07582523, whose registered address is Helen Nicolas Accounting Solutions 1st Floor Deneway House, 88 - 94 Darkes Lane, Potters Bar, Herts, England, EN6 1AQ (“the Company”, “we” and “our”); and

1.2 _____ of

 (“the Worker”,
“you” and “your”)

2. Whereas

- 2.1 The Company is an Agency that supplies the services of its employees and workers for use by its Clients (“End-clients”), from time to time.
- 2.2 The Company is under no obligation to offer work to the Worker, and the Worker does not have to accept work offered to them.
- 2.3 When the Company does offer work to provide services for an End-client (“the Assignment”), and the Worker accepts, then the Parties agree that the terms and conditions of this Agreement apply.

3. Commencement Date

3.1 You shall be eligible to be offered and accept work from the Company from _____

4 Nature of Agreement

- 4.1 It is entirely at the Company’s discretion whether to offer you, or any other person work or not. The Company is not required to provide you with work at any time and we do not have to give reasons for our decisions.
- 4.2 Each piece of work offered to you with an End-client is entirely separate and you and the Company have no relationship between the different pieces of work. Just because work has been offered to you once or more than once, this does not give you any legal rights or entitle you to regular work or give you continuity of employment.
- 4.3 Each piece of work you agree to carry out for the Company will be set out in writing, or in an Assignment Schedule, which will detail all particulars relevant to the work.
- 4.4 The Company will contact you with an offer of work by telephone, email, SMS or a combination of these, when relevant work with End-clients becomes available, from time to time.
- 4.5 You are under no obligation to accept any work offered by the Company at any time. If you accept a piece of work, you must tell the Company immediately if you are unable to complete it for any reason.
- 4.6 We reserve the right to terminate work you are carrying out at any time for operational reasons.

5. Duties

- 5.1 The type of work required will be Driving, Logistics and/or Warehouse Services, which may require specific qualifications, skills or experience to perform the work. By accepting work, you are confirming that you meet any specified requirements.
- 5.2 From time to time and at our sole discretion, the Company either directly or through the End-client, may require you to perform any other reasonable duties, tasks or actions which are within your capabilities in order to meet our needs, standards and expectations.
- 5.3 For each Assignment you shall report to your allocated Account Manager as will be notified to you by the Company. Any matter which you are required to report or notify to the Company, or otherwise provide or give to the Company (such as notice), may be so reported, notified, provided or given to your Account Manager. Equally where this Agreement requires that something shall be given or notified to you by the Company, where your Account Manager has been appointed, and you have been so notified, your Account Manager may do so on behalf of the Company.
- 5.4 When working for the Company you will:
- 5.4.1 devote your whole time and attention to your duties;
 - 5.4.2 obey all lawful and reasonable directions or instructions from time to time given to you by your Manager or any other authorised person;
 - 5.4.3 comply with the Company's rules, regulations and policies from time to time in force;
 - 5.4.4 use your best endeavours to promote, develop and protect the business, interests and reputation of the Company; and
 - 5.4.5 not use (or allow to be used) your knowledge of or connection with the Company or knowledge of or connection with any customer of or supplier to the Company for any purpose other than the proper purposes of the Company.

6. Place of Work, Hours & Holiday

- 6.1 For each Assignment your normal place of work will be your home address as set out in clause 1.2, or such other location as notified to you from time to time.
- 6.2 The Company reserves the right to change the location of your work from time to time as may be necessary for the successful and satisfactory performance of your duties. The Company shall provide you with reasonable notice of this where such a change is required.
- 6.3 You will not have any set or guaranteed hours of work and do not have any entitlement to regular offers of work from the Company. The Company shall at their sole discretion offer you any hours of work when such hours are available. The Company is under no obligation to offer or provide you with hours of work at any time and does not need to provide any justification for this.
- 6.4 The Company will notify you any minimum hours you will be expected to work on an Assignment. You do not have an obligation to accept an offer made to you by the Company.
- 6.5 The Company reserves the right to withdraw any offer of work to you at any time and does not need to provide any justification for this.
- 6.6 Where you are required to work 6 hours or more you shall be entitled to a 20 minute lunch break, or such other rest breaks that may apply in law depending on the type of work you are doing.
- 6.7 You shall accrue a holiday entitlement based on the number of hours you work for the Company. Your holiday entitlement is pro rata to the actual hours that you work and are calculated at 12.07% of your normal taxable pay, which equates to 28 days for full time workers.

7. Remuneration

- 7.1. You shall be paid per hour for the amount of hours of work you have accepted and carried out on behalf of the Company at no less than the National Minimum Wage, or National Living Wage applicable to your age.
- 7.2. The actual rate of pay you shall receive in respect of an Assignment will be detailed on the Assignment Schedule, or otherwise notified to you in writing.
- 7.3. You shall be paid weekly in arrears by a bank transfer into your personal bank or building society account.
- 7.4. Your rate of pay shall be subject to all relevant and necessary deductions for tax and national insurance contributions.
- 7.5. Where the Company terminates any work you are undertaking, you shall be paid up to the time that such work is terminated.
- 7.6. The Company reserves the right to deduct any monies owed to us by you from your wages or any other payments due to you by the Company.

8. Working Time Regulations

- 8.1. Under the terms of the Working Time Regulations, you agree that when required you shall work more than 48 hours a week and shall forego your entitlement to any minimum rest period and that you shall provide the Company with written notice of this by completing and returning to the Company the form attached to this Agreement.
- 8.2. You shall be permitted to withdraw your agreement to working more than 48 hours a week by providing the Company with no less than seven days' notice.
- 8.3. For health and safety reasons, all working hours for workers whose Assignment will primarily involve driving, will be in strict adherence to the latest EU and AETR Rules on driving time. If you believe that you may drive in excess of the maximum driving hours whilst on an Assignment you must notify the Company immediately, to prevent any breach of the rules.

9. Sickness Absence

- 9.1. In order to retain entitlement to Statutory Sick Pay (SSP) you must notify the Company of your absence a minimum of 4 hours before you are due to commence working on the first qualifying day of absence, i.e. the first normal working day on which you will be absent.
- 9.2. Where you will be absent from work due to sickness for more than 7 days, you must produce a medical certificate from your doctor stating the reason for your absence. You must also keep the Company regularly informed of your absence and its likely duration. Further medical certificates will be required for each subsequent week of sickness absence.
- 9.3. Should you fail to notify the Company of your absence or provide false and inaccurate information, this will be regarded as misconduct and may result in you being subject to disciplinary action and may bar you from receiving sick pay.
- 9.4. The Company does not operate any formal sick pay scheme. Any sick pay other than SSP is awarded at the sole discretion of the Company. The Company reserves the right to discontinue, withhold or request repayment of any sick pay awarded at their discretion if you fail to follow the relevant absence

procedure, are seen to behave in a manner that is likely to hinder, impede or slow your recovery or where the Company is satisfied that you have misled them in regards to your health or that you have abused the use of the sick pay.

10. Disciplinary and Grievance Procedure

10.1. You will be subject to the relevant Disciplinary and Grievance Procedure of the Company. A copy of this procedure can be obtained from the Company upon request.

11. Health & Safety

11.1. You must at all times comply with the Company's Health and Safety Policy a copy of which will be made available to you upon registering as a worker with the Company. You must read the policy carefully and take all necessary steps to comply. Where it is found that you have failed to comply, it may result in disciplinary action or termination of this Agreement.

12. Confidentiality

12.1 You shall keep the confidential information of the Company confidential and secret, whether disclosed to or received by you. You shall only use the confidential information of the Company for the purpose of performing your duties under this Agreement. You shall inform any of your relevant representatives of their obligations under the provisions of this clause, and ensure that any of their officers, employees and representatives meet the obligations.

12.2 'Confidential Information' means all information relating to the Company, and any End-client which might fairly be considered to be of a confidential nature and includes, but is not limited to:

- 12.2.1 information of whatever nature, without limitation, which is obtained in any form by you from the Company, an End-client or their authorised representatives, or by observations during visits, or by demonstrations;
- 12.2.2 any financial details relating to the Company, End-client or any worker including, but not limited to, rates of pay;
- 12.2.3 information of whatever nature relating to the business activities and practices of the Company;
- 12.2.4 any evaluation material, design work, strategic plans and ideas, innovations, creative plans,
- 12.2.6 concepts and ideas and any other plans or ideas developed by the Company or on its behalf whether relating specifically to your duties or otherwise;
- 12.2.7 any information derived from the information falling within 12.2.1, 12.2.2 or 12.2.3 above;
- 12.2.8 any copy of any of the foregoing; and
- 12.2.9 the fact that discussions are taking place between you and the Company.

12.3 'Confidential Information' does not include information which is:

- 12.3.1 publicly available, other than as a result of this Agreement; or
- 12.3.2 lawfully available from a third party free from any confidentiality restriction; or
- 12.3.3 provided by the Company and marked 'Non Confidential'; or
- 12.3.4 required by law or regulation to be disclosed, but to the absolute minimum necessary and provided that the Company is first consulted to establish whether and if so how far it is possible to prevent or restrict such enforced disclosure.



- 12.4 If there is any doubt as to whether any particular information constitutes Confidential Information written confirmation is to be obtained from the Company.
- 12.5 The obligations in this clause shall not apply to any information which:
- 12.5.1 was known or in the possession of you before it was provided by the Company;
 - 12.5.2 is, or becomes, publicly available through no fault of your own;
 - 12.5.3 is provided to you without restriction or disclosure by a third party, who did not breach any confidentiality obligations by making such a disclosure;
 - 12.5.4 was developed by you (or on your behalf) who had no direct access to, or use or knowledge
 - 12.5.5 of the confidential information supplied by the Company; or
 - 12.5.6 is required to be disclosed by order of a court of competent jurisdiction.
- 12.6 This clause 12 shall survive the termination of this Agreement.

13. General

- 13.1 The Company reserves the right to alter or vary this Agreement. Such alteration or variation shall be \ made apparent to you within one month of such alteration or variation.
- 13.2 You may request any further information relating to this Agreement through application to the Company.
- 13.3 You are forbidden from smoking on the premises, directly outside the premises or in any vehicles of either the Company or End-client. You shall not be permitted to smoke or use vaporisers or e-cigarettes while carrying out any work on behalf of the Company with an End-client.
- 13.4 You shall at all times comply with all and any Company and/or End-client procedures which will be in place from time to time. Information of such procedures can be obtained from the Company, or will be provided to you by an End-client as relevant.
- 13.5 Any and all equipment including but not limited to computing equipment, mobile phones or other electronic equipment, notes, documents, memoranda, customer lists, drawings, supplier lists, records, notes, data lists, codes, keys, passwords, drawings, plans and materials, regardless of if they have been created by you and in any format or medium whatsoever shall be and remain the property of the Company, or the End-client as relevant.
- 13.6 The Company shall not be obligated to provide any person or organisation with a reference regarding your work with the Company. Where such a reference is given the Company will take all reasonable steps and care to ensure the accuracy of the reference.
- 13.7 The Company or End-client may cover certain reasonable expenses incurred by you during the operation of your duties where the agreement of the Company or End-client to cover such expenses has been granted prior to the expenses being incurred. Any expense incurred must be reasonable and feature written evidence of expenditure.
- 13.8 You accept and understand that while using the Company's and/or End-client's computer equipment you have no expectation of privacy. Any information passing through or stored on Company and/or End-client equipment may be accessed, monitored, copied, modified or deleted as the sole discretion of the Company. You agree and undertake that the Company and an End-client may monitor and record any and all communications made by you using the electronic communications systems, equipment and telephones of the Company in order to monitor and ensure compliance with the expected procedures and rules and regulations of the Company and/or End-client. You agree only to use any equipment provided to you for the purposes of fulfilling duties and activities connected to the Assignment with the relevant End-client and must not be used for personal reasons.

- 13.9 You will only be permitted to use a vehicle belonging to the Company or an End-client if:
- 13.9.1 it is necessary for the purposes of the agreed Assignment;
 - 13.9.2 you hold a full UK driving license with entitlement to drive the specific type of vehicle and are medically fit to do so; and
 - 13.9.3 you have no unspent BA, CD, DG, DR, DD, IN code endorsements on your driving license.

14. Data Protection

- 14.1 The Company shall at all times comply with any and all relevant data protection laws and regulations which are currently in force or which may from time to time be enforced including but not limited to the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) and any other act of parliament, regulation, order, statute, subordinate legislation, mandatory guidance or code of practice, judgement of a relevant court of law, or directives or requirements of any regulatory body which relates to the processing and storing of any and all personal data of individuals and shall ensure that such personal information is held securely and only lawfully disclosed.
- 14.2 We may share your personal data with End-clients, with whom we have a contractual relationship, for the purposes of:
- 14.2.1 Conducting due-diligence in compliance with relevant legislation;
 - 14.2.2 Assessing your suitability to provide services on an Assignment;
 - 14.2.3 Ensuring your safety and security; and
 - 14.2.4 Any other matter relevant to the provision of services to the End-client, in accordance with this Agreement and set out in the relevant Privacy Notice.

15. Termination

- 15.1 This Agreement can be terminated by the Company in writing immediately:
- 15.1.1 If you have not undertaken work on an Assignment for a period of twelve weeks or more; or
 - 15.1.2 where the Company believes you to have committed any acts of gross misconduct or where you have breached any of the obligations placed upon you under this Agreement. The following is intended as a non-exhaustive list of examples of behaviour which would constitute gross misconduct and allow the Company to terminate this Agreement immediately:
 - a. fraud, theft or any dishonest act;
 - b. any significant act of insubordination or refusal to carry out reasonable requests while at work; or
 - c. any attempted or fulfilled act of violence, abusive or threatening behaviour towards people or property.
- 15.2 Upon the termination of this Agreement, you shall return to the Company and/or End-client all equipment, passes, keys, computer software, credit cards, mobile devices, smartphones, papers, books, lists, reports, business cards and any and all other items whether in eye readable or machine readable form which you have in your possession or control and which are the property of the Company or which in any way relate to the operations and commercial and non-commercial activities and affairs of the Company and you must not retain any copies, extracts or summaries of the same or any part thereof. You must confirm your fulfilment of the obligations in this clause in writing if so requested



by the Company. You shall return any property of the Company's that may come into your possession or control after the termination of this Agreement. The return of all such Company property must happen by the specified date and time as made aware to you by the Company.

15.3 Failure to comply with this clause shall entitle the Company to withhold all or some of any wages still due to you from the Company and this shall not limit any other remedy available to the Company to seek repossession of such property.

16. Warranties

16.1 You warrant that you are permitted to live and work in the United Kingdom. You understand that this Agreement is conditional upon this and where that right to live and work is lost, this Agreement shall terminate.

16.2 You warrant that you have told the Company the truth about your criminal record. You shall inform the Company as soon as possible if you are charged, arrested, questioned under caution or served with a Summons, Complaint or notice of intention of prosecution for criminal matters. Where you are convicted of a criminal offence of any kind whatsoever, regardless of if the crime is committed within or outside of working hours, the Company shall have the right to terminate this Agreement immediately.

17. Entire Agreement

17.1 This Agreement, including any Assignment Schedule, is the entire agreement between you and the Company in relation to its subject matter and replaces all previous agreements and arrangements (whether written or oral, express or implied) relating to your relationship with Company. Any such previous agreements and arrangements, whether direct or through an intermediary, will be deemed to have been terminated by mutual consent as from the date of this Agreement.

18. Severability

18.1 Where any accepted and recognised body of authority finds any clause, provision, undertaking, condition, obligation, term or any other stipulation within this Agreement to be unlawful or unenforceable to any such extent, such clause, provision, undertaking, condition, obligation, term or any other stipulation within this Agreement shall be severed from the remainder of the Agreement and all other remaining clauses, provisions, undertakings, conditions, obligations, terms and all and any other stipulations shall remain in effect and valid to their fullest extent as permitted by the law.

19. Governing Laws

19.1 The validity, construction and performance of this Agreement shall be governed by the laws of England and Wales and shall be subject to the non-exclusive jurisdiction of the courts of England and Wales to which you and the Company submit.

Agreed by the parties:Signed  _____ Date _____

signed on behalf of AFE Recruitment Ltd

Signed _____ Date _____

As stipulated by regulation 4(1) of the Working Time Regulations 1998 it is only possible for workers to work more than 48 hours per week, including overtime and time spent working for other employers or businesses, if a worker has agreed in writing to do so.

By signing this document you agree and understand that the stipulated limit on working hours does not apply to you and that you are willing and able to work for more than 48 hours per week. This document will form a part of your working Agreement with Sure Call Recruitment Services Ltd.

You can end this exemption at any time in writing by giving notice to Sure Call Recruitment Services Ltd at least 1 week in advance of the date you wish your exemption to end. Where notice is not received the exemption shall remain in force.

For the worker

I _____ agree that my weekly working hours may exceed the statutory maximum of 48 hours per week as set out in the Working Time Regulations 1998 and that these hours do not apply to my work with AFE Recruitment Ltd.

I understand and confirm that the exemption, and signature of this document, is voluntary and is submitted in fulfilment of regulation 5 of the Working Time regulations 1998.

Signed _____ Date _____

For the company

I, Tony Elia, acknowledge and agree to the above's wish to be excluded from the maximum working hours as set out in the Working Time Regulations 1998.

I confirm that the above worker has entered into this exemption of their own volition.

Signed  _____ Date _____



REFERENCE REQUEST FORM

COMPANY ONE

Company Name

Managers Name & Position

Applicants Name

Date _____

Good Average Poor

Employed as

Time keeping

Employment Dates

Attendance Record

From _____ To _____

English Language
Comprehension

COMPANY TWO

Company Name

Managers Name & Position

Applicants Name

Date _____

Good Average Poor

Employed as

Time keeping

Employment Dates

Attendance Record

From _____ To _____

English Language
Comprehension



REGISTRATION PACK CHECKLIST

CANDIDATE FORMS

Medical Form with Emergency Contact Details

5 Year Activity History Covered

Bank Details

Candidate Interviewed By _____

CANDIDATE DOCUMENTS

Passport/Birth Certificate or EU ID Card (for all UK/EU Passport Holders)

EU Immigration Status

ILR Visa (for all Non-UK/EU Passport Holders)

Proof of Address

Proof of National Insurance Number

Proof of Personal Bank Account

References

CONSULTANT

I verify that all documents have been provided and forms have been signed and completed:

Print Name _____

Signature _____