

**APPLICATION FOR EMPLOYMENT**

Type of Work: TEMP PERM BOTH	Interview Date:
Current Availability:	Interviewed By:

**Personal Details**

Surname:	First Name(s):
Date of Birth:	National Insurance No:
Address:	How Long at this address?
Postcode:	Email:
Previous Address:	How Long at this address?
	Postcode:
Home Telephone No:	Mobile No:
Emergency Contact: Relationship:	Contact No:
Own Transport?            Yes    No Driving Licence?        YES    NO	Nationality:
Do you require a work Permit to work within the United Kingdom?    Yes    No	

**Bank Details**

Bank/Building Society Name: Branch:	
Sort Code: (Should be 6 digits)	
Account No: (Should be 8 digits)	
Roll/Reference No: Building Society Only.	
Account Name: (Your name as it appears on your card/ statement)	

I have personally read and completed the above and checked that the information I have provided is accurate.

Signed.....Date.....

Office use only:	Photo ID: _____	Proof of residence: _____	Proof of N.I.: _____
	Tax code: _____		

**Availability**

<b>DAYS</b>	<b>NIGHTS</b>	<b>EVENINGS</b>	<b>SHIFTS</b>	<b>WEEKENDS</b>	<b>Salary Expectations</b>
					<b>Min. £</b>

I confirm that the information disclosed in this application form is relevant and correct and can be verified by references from previous employers and/or any professional bodies specified. I understand that information I have been disclosed may be held on a computer database. I hereby give my permission for information I have disclosed to be divulged to companies or agents deemed necessary by Rouge Recruitment in relation to my application of work.

Do you have convictions, other than those spent? Yes No  
 If (Yes) please give details:  
 .....  
 .....  
 .....

As a temporary worker I can confirm that I have read and accepted the issued Terms of Engagement for Temporary workers. Whilst working on assignments with Rouge Recruitment, I will ensure my signed timesheet is returned to the branch by 10.00 hours on the Monday morning following the week worked. I understand that failure to comply may result in late payment and any timesheets outstanding for a period of more than 30 days may compromise the ability to be paid. On the proviso that timesheets are received on time I confirm and understand that payments made will be by Cheque or Bacs paid on the Tuesday or Wednesday following unless a bank holiday period delays payment. I agree that it has been explained to me that my payroll file is only created following the handing in of my first time sheet. On the proviso that this timesheet is not late then the money will be processed and arrive in my bank account within 15 working days (mon-fri) thereafter the pay becomes automated and runs weekly.

I can confirm the information given and shown on the application form is complete and honest to the best of my knowledge. I understand that if I give false information this leaves me open to disciplinary action, which may lead to termination of contract.

Signed:..... Date:.....

**Employment History**

<b>Company Name:</b>	<b>Dates: From:</b>
	<b>To:</b>
<b>Address:</b>	<b>Salary:</b>
<b>Tel. No:</b>	
<b>Position/Duties:</b>	<b>Report To:</b>
<b>Company Name:</b>	<b>Dates: From:</b>
	<b>To:</b>
<b>Address:</b>	<b>Salary:</b>
<b>Tel. No:</b>	
<b>Position/Duties:</b>	<b>Report To:</b>
<b>Company Name:</b>	<b>Dates: From:</b>
	<b>To:</b>
<b>Address:</b>	<b>Salary:</b>
<b>Tel. No:</b>	
<b>Position/Duties:</b>	<b>Report To:</b>

**Qualifications/Courses attended**

Dates	Qualification/Course attended

**EQUAL OPPORTUNITES**

Rouge Recruitment seeks to recruit staff on the basis of their suitability for a position and aims to ensure consideration of age, sex, marital status, disability and racial or ethnic origin should play no part in this process. In order to monitor the effectiveness of this commitment to equal opportunities, it would be helpful if you could complete the information below. The information provided would be used for no other purpose than that as stated above. Thank You

**SEX:** Male Female

**MARITAL STATUS:**

Married Separated Divorced Widowed Single

**ETHNIC ORIGIN:** African Afro Caribbean European Asian

Other(please specify) \_\_\_\_\_

**DISABILITY:** Are you registered disabled? YES NO

If (Yes) please specify: \_\_\_\_\_

**DEPENDANTS:** Young Children (0-16)  
Older Children (16+)  
Elderly Relatives

**WORK REFERENCES**

<p>1. <b>Name:</b> <b>Position:</b> <b>Address:</b></p> <hr/> <p><b>Dates worked</b> <b>Telephone No:</b> <b>Relationship with Referee:</b></p>	<p>2. <b>Name:</b> <b>Position:</b> <b>Address:</b></p> <hr/> <p><b>Dates worked</b> <b>Telephone No:</b> <b>Relationship with referee:</b></p>
<p>3. <b>Name:</b> <b>Position:</b> <b>Address:</b></p> <hr/> <p><b>Dates worked</b> <b>Telephone No:</b> <b>Relationship with Referee:</b></p>	<p>4. <b>Name:</b> <b>Position:</b> <b>Address:</b></p> <hr/> <p><b>Dates worked</b> <b>Telephone No:</b> <b>Relationship with Referee:</b></p>

## Interview Notes

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**Skill Evaluation** Please tick to indicate your working experience of the skills below:

### Chefs/Cooks

Exec. Head Chef	<input type="checkbox"/>	Cook (unqualified)	<input type="checkbox"/>	Assistant Cook (Unqualified)	<input type="checkbox"/>	Head Chef	<input type="checkbox"/>	Sous Chef	<input type="checkbox"/>
Commis Chef	<input type="checkbox"/>	Chef de Partie	<input type="checkbox"/>	Fish	<input type="checkbox"/>	Pastry	<input type="checkbox"/>	Vegetable	<input type="checkbox"/>
Sauces	<input type="checkbox"/>	Butchery	<input type="checkbox"/>	Larder	<input type="checkbox"/>	Other	<input type="checkbox"/>	Industrial Catering	<input type="checkbox"/>

### Waiting Bar / Staff

Restaurant Supervisor	<input type="checkbox"/>	Cocktails	<input type="checkbox"/>	Weddings	<input type="checkbox"/>	Head Waiter	<input type="checkbox"/>	Conference	<input type="checkbox"/>
Bar Supervisor	<input type="checkbox"/>	Beer pumps	<input type="checkbox"/>	Silver Service	<input type="checkbox"/>	Plated service	<input type="checkbox"/>	Banqueting	<input type="checkbox"/>
Bar Person	<input type="checkbox"/>	Wine Waiting	<input type="checkbox"/>	Nightclub	<input type="checkbox"/>				

### Front Of House

Counter Service Assistant	<input type="checkbox"/>	Clearing and laying up	<input type="checkbox"/>	Reception	<input type="checkbox"/>	Serving alcohol	<input type="checkbox"/>		<input type="checkbox"/>
Tea And Coffee	<input type="checkbox"/>	Using Till	<input type="checkbox"/>	Trolley Service	<input type="checkbox"/>	Salad bar	<input type="checkbox"/>		<input type="checkbox"/>

### Back Of House

Kitchen Porter (heavy)	<input type="checkbox"/>	Industrial Cleaning	<input type="checkbox"/>	Kitchen Assistant	<input type="checkbox"/>	Moving Stores	<input type="checkbox"/>	Veg. Preparation	<input type="checkbox"/>
machine Wash Up	<input type="checkbox"/>	General cleaning	<input type="checkbox"/>	Portion control	<input type="checkbox"/>	Handling meat	<input type="checkbox"/>	Night Porter / security	<input type="checkbox"/>
House keeping	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

### Uniform / Equipment

Standard Black & White uniform	<input type="checkbox"/>	Serving Cloth	<input type="checkbox"/>	White gloves	<input type="checkbox"/>	Standard Chef Whites	<input type="checkbox"/>	Set of Chef Knives	<input type="checkbox"/>
Waiters Friend (Bottle opener)	<input type="checkbox"/>	Bow tie	<input type="checkbox"/>	Silver Service cutlery	<input type="checkbox"/>	Overall	<input type="checkbox"/>	Safety Shoes	<input type="checkbox"/>

I hereby confirm that should I borrow any items of uniform or equipment from Rouge Recruitment and not return them by the arranged time; the cost will be deducted from my wages.

Signature:..... Date:.....



# TERMS OF ENGAGEMENT FOR TEMPORARY WORKERS

Between ROUGE RECRUITMENT  
(Hereinafter called the EMPLOYMENT BUSINESS) acting as an agent for the Client

and:- NAME: \_\_\_\_\_  
(Hereinafter called "TEMPORARY WORKER")

## 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];

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 TERMS OF THE CONTRACT FOR SERVICES

- 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 his 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 **CATERING OPERATIVE**
- 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 suitability shall be determined solely by 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 Time Regulations shall be or the date on which the Temporary Worker commences the first Assignment.

## 4. REMUNERATION

- 4.1. The Employment Business shall pay to the Temporary Worker remuneration calculated at a minimum hourly rate of **£ NATIONAL MINIMUM WAGE**. 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 Section 134 of the Income and Corporation Taxes Act 1988 and Class 1 National Insurance Contributions and any other deductions which the Employment Business may be required by law to make.
- 4.2. Subject to any statutory entitlement under the relevant legislation, the Temporary Worker is not entitled to receive payment from the Employment Business or Clients for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed.

## 5. STATUTORY LEAVE

- 5.1. For the purposes of calculating entitlement to paid annual leave pursuant to Working Time Regulations 1998 under this clause, the leave year commences on the date that the Temporary Worker starts an Assignment or a series of Assignments.
- 5.2. Under the Working Time Regulations 1998, the Temporary Worker is entitled to 28 days' 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.

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 he has worked on Assignment.

- 5.3. Where the Temporary Worker wishes to take any leave to which he is entitled, he should notify the Employment Business in writing of the dates of his 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 that he wishes to take. Unless the Employment Business informs the Temporary Worker in writing that it is not possible for him to take leave on the specified dates, the Temporary Worker shall be entitled to take up his notified leave entitlement.

## 6. SICKNESS ABSENCE

- 6.1. The Temporary Worker may be eligible for Statutory Sick Pay provided that 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.

## TIME SHEETS

- 6.3. 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 his time sheet duly completed to indicate the number of hours worked by him during the preceding week (or such lesser period) and signed by an authorised representative of the Client. Failure to submit a time sheet for hours worked may delay payment for those hours.
- 6.4. 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 he is carrying out his 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.

**7. CONDUCT OF ASSIGNMENTS**

- 7.1. The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if he does so, during every Assignment and afterwards where appropriate, 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 own health and safety and that of any other person who may be present or be affected by his 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 own or any other person's benefit, any confidential information relating to the Client's or the Employment Business' employees, business affairs, transactions or finances.
- 7.2. If the temporary worker is unable for any reason to attend work during the course of an assignment he should inform the client or 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.

**9. LAW**

These Terms are governed by English Law and are subject to the exclusive jurisdiction of the English Courts.

\_\_\_\_\_  
*Signed by the Temporary Worker*

Date \_\_\_\_\_

**OPT-OUT OF 48 HOUR WORKING WEEK AGREEMENT FOR TEMPORARY WORKERS**

Between ROUGE RECRUITMENT  
(Hereinafter called the EMPLOYMENT BUSINESS) **acting as an agent for the Client**

and:- NAME: \_\_\_\_\_  
(Hereinafter called "TEMPORARY WORKER")

**1. DEFINITIONS**

- 1.1. In this Agreement the following definitions apply:-
  - "Assignment" means the period during which the Worker is engaged to render services to the Client;
  - "Client" means the person, firm or corporate body engaging the services of the Worker;
  - "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.
- 1.3. The headings contained in this Agreement are for convenience only and do not affect their interpretation.

**2. RESTRICTION**

- 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 he agrees 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 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 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 apply with immediate effect.

**5. THE LAW**

These Terms are governed by English Law and are subject to the exclusive jurisdiction of the English Courts.

\_\_\_\_\_  
*Signed by the Temporary Worker*

Date \_\_\_\_\_