

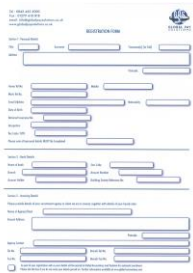
## Guidance on completing the registration forms

- The notes below are designed to help with the registration process, and to explain which documents need to be submitted.
- **The forms need to be PRINTED, they cannot be completed on-line.**
- Please ensure that you return, **directly to Vision Personnel**, the following items to enable registration:

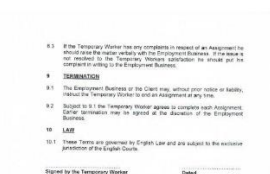
### Documents required

### Tick to show included

1) Registration form.....



2) Contract, signed on last page.....

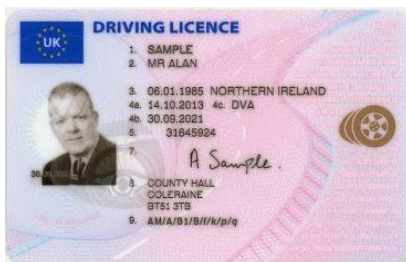



3) Form of Identification. TWO of the following in COLOUR.....

i) Passport – front cover and inside

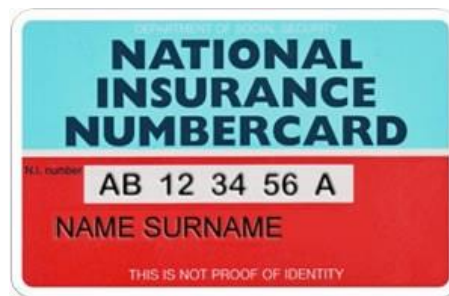
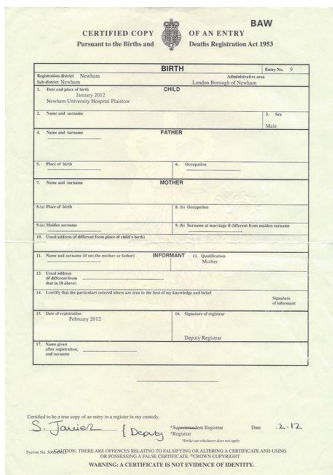


ii) Full UK Driving Licence (if born within the EU) – front and back



(If provisional licence then please send a utility bill or bank statement)

iii) Birth Certificate + proof of National Insurance Number



iv) Utility bill or Local Authority letter or bank statement or HMRC letter

**If non-EU National then please also provide proof of your eligibility to work in the UK.**

4) Employee's Emergency Contact Details – Next of Kin.....

**TERMS OF ENGAGEMENT OF TEMPORARY WORKER**

**CONTRACT FOR SERVICES**

**1. DEFINITIONS**

1.1 In these Terms of Engagement (the “Terms”) the following definitions apply:

“Assignment” means: the temporary services to be carried out by the Temporary Worker for the Client;

“Client” means: the person, firm, partnership, or company to whom the Temporary Worker is supplied;

“Conduct Regulations 2003” means: the Conduct of Employment Agencies and Employment Business Regulations 2003 (SI 2003/3319);

“Confidential Information” means: information in whatever form (including without limitation, in written, oral, visual or electronic form or on any magnetic or optical disk or memory and wherever located) relating to the business, customers, products, affairs and finances of the Client or the Employment Business for the time being confidential to the Client or the Employment Business and trade secrets including, without limitation, technical data and know-how relating to the business of the Client or the Employment Business or any of its or their suppliers, customers, agents, distributors, shareholders, management or business contacts;

“Employment Business” means: Vision Personnel Limited of Suite 2, Western House, Western Road, Billericay, Essex CM12 9DY;

“Temporary Worker” means (state name)  
  
..... who is supplied by the Employment Business to the Client to provide services to the Client (not as an employee) who is deemed to be an agency worker for the purposes of Regulation 3 of the Agency Workers Regulations 2010 (SI 2010/93).

- 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 AGREEMENT**

- 2.1 These Terms set out the entire agreement between the Employment Business and the Temporary Worker for the supply of services to the Client and shall govern all Assignments undertaken by the Temporary Worker (including, for the avoidance of doubt, where the Temporary Worker undertakes an Assignment without having signed these Terms). No contract shall exist between the Employment Business and the Temporary Worker between Assignments.
- 2.2 For the avoidance of doubt, these Terms constitute a contract for services and not a contract of employment between the Employment Business and the Temporary Worker or the Temporary Worker and the Client.
- 2.3 For the purposes of the Conduct Regulations 2003, the Employment Business acts as an Employment Business in relation to the supply of the Temporary Worker to the Client.
- 2.4 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, without obligation endeavour to obtain suitable Assignments for the Temporary Worker. The Employment Business is not obliged to offer an Assignment to the Temporary Worker and the Temporary Worker shall not be obliged to accept any Assignment offered by the Employment Business.
- 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 of work 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 Assignments or any other work.

## **4 TEMPORARY WORKER'S OBLIGATIONS**

- 4.1 The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business. If the Temporary Worker does accept an Assignment, the Temporary Worker shall:
  - (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 rules and regulations of the Client's organisation (including normal hours of work) of which the Temporary Worker has been informed or of which the Temporary Worker should be reasonably aware;

- (c) co-operate with the Employment Business in the completion and renewal of all mandatory checks (including in relation to rights to work in the United Kingdom);
- (d) take all reasonable steps to safeguard their own health and safety and that of any other person who may be affected by their actions on the Assignment and comply with the health and safety policies of the Client;
- (e) not engage in any conduct which is or could be detrimental to the interests of the Employment Business or the Client; and
- (f) comply with all relevant statutes, laws, regulations and codes of practice from time to time in force in the performance of the Assignment and applicable to the Client's business.

4.2 If the Temporary Worker is unable for any reason to attend work during the course of an Assignment, they should first inform the Employment Business at least one hour before their normal start time to enable alternative arrangements to be made. If this is not possible, the Temporary Worker should inform the Client and then the Employment Business as soon as possible.

4.3 If, either before or during the course of an Assignment, the Temporary Worker becomes aware of any reason why they may not be suitable for an Assignment, they shall notify the Employment Business without delay.

## **5 REMUNERATION**

5.1 Subject to the Temporary Worker submitting properly authorised time sheets in accordance with clause 6 the Employment Business shall pay to the Temporary Worker remuneration calculated at a minimum hourly rate of £\_\_\_\_\_. The actual rate payable 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 Class I National Insurance Contributions and Income Tax pursuant to S134 of the Income Taxes Act 1988 and any other deductions which the Employment Business may be required by law to deduct.

5.2 Subject to any statutory entitlement under the relevant legislation (e.g. statutory sick pay, statutory maternity pay, statutory paternity pay), the Temporary Worker is not entitled to receive payment from the Employment Business or Client for time not spent working on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed in writing.

5.3 The Temporary Worker will be paid by the Employment Business for all work completed, irrespective of whether the Employment Business has received payment from the Client.

## **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 a completed time sheet indicating the number of hours worked during the preceding week (or such lesser period) and signed by an authorised representative of the Client. Failure to submit a timesheet for hours worked may delay payment for those hours.

- 6.2 For the avoidance of doubt and for the purpose of the Working Time Regulations, the Temporary Workers working time shall only consist of those periods during which the Temporary Worker is carrying out activities or duties for the Client as part of the Temporary Workers working time for these purposes. Travel time (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.
- 6.3 The Temporary Worker **MUST** ensure that they only work 12 days in any 14 day period. If the Temporary Worker breaches this rule the current Assignment will be terminated and the Temporary Worker shall be offered no further Assignments by the Employment Business.
- 6.4 The Temporary Worker acknowledges and accepts that it could be a criminal offence under the Fraud Act 2006 to falsify any time sheet, for example by claiming payment for hours that were not actually worked.

## **7 ANNUAL LEAVE**

- 7.1 For the purpose of calculating leave under this clause, the leave year commences on the date the Temporary Worker starts an assignment or a series of Assignments. Under the Working Time Regulations 1998, the Temporary Worker is entitled to 5.6 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.
- 7.2 Entitlement to 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 the Temporary Worker works on Assignments.
- 7.3 Where the Temporary Worker wishes to take any leave to which they are entitled, the Temporary Worker should notify the Employment Business in writing of the dates of the intended absence. The amount of notice the Temporary Worker is required to give should be at least the greater of two weeks or twice the length of period of leave that the Temporary Worker wishes to take.
- 7.4 Where these Terms are 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 7.1 above. If the Temporary Worker has taken more holiday than their accrued entitlement at the end of the Assignment the Employment Business shall be entitled to deduct the appropriate amount from any payments due to the Temporary Worker.
- 7.5 None of the provisions of this clause regarding the statutory entitlement to paid leave shall affect the Temporary Workers status as a self-employed worker.

## **8 SICKNESS ABSENCE**

- 8.1 If the Temporary Worker satisfies the qualifying conditions laid down by law, they may be eligible to receive Statutory Sick Pay at the prevailing rate. The Temporary Worker will not be entitled to any other payments during such period.

## **9 TERMINATION**

- 9.1 The Employment Business or the Client may, without prior notice or liability, terminate an Assignment at any time.
- 9.2 Subject to 9.1 the Temporary Worker agrees to complete each Assignment. Earlier termination may be agreed at the discretion of the Employment Business.
- 9.3 The Temporary Worker acknowledges that the continuation of an Assignment is subject to and dependent on the continuation of the agreement entered into between the Employment Business and the Client. If that agreement is terminated for any reason, the Assignment shall cease with immediate effect without liability to the Temporary Worker, except for payment for work done up to the date of termination of the Assignment.
- 9.4 Unless exceptional circumstances apply, the Temporary Worker's failure to inform the Client or the Employment Business of their inability to attend work as required by clause 4.2 will be treated as termination of the Assignment by the Temporary Worker.
- 9.5 If the Temporary Worker is absent during the course of an Assignment and the Assignment has not otherwise been terminated, the Employment Business will be entitled to terminate the Assignment in accordance with clause 9.1 if the work to which the Temporary Worker was assigned is no longer available.

## **10 CONFIDENTIALITY**

- 10.1 In order to protect the confidentiality and trade secrets of the Employment Business and the Client, the Temporary Worker agrees not at any time:
- (a) whether during or after an Assignment (unless expressly so authorised by the Client or the Employment Business as a necessary part of the performance of their duties), to disclose to any person or to make use of any of the trade secrets or the Confidential Information of the Client or the Employment Business; or
  - (b) to make any copy, abstract or summary of the whole or any part of any document or other material belonging to the Client or the Employment Business except when required to do so in the course of the Temporary Worker's duties under an Assignment, in which circumstances such copy abstract or summary would belong to the Client or the Employment Business, as appropriate.
- 10.2 The restriction in clause 10.1 does not apply to:
- (a) any use or disclosure authorised by the Client or the Employment Business or as required by law a court of competent jurisdiction or any governmental or regulatory authority;
  - (b) any information which is already in, or comes into, the public domain otherwise than through the Temporary Worker's unauthorised disclosure; or
  - (c) the making of a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996.

10.3 At the end of each Assignment or on request the Temporary Worker agrees to deliver up to the Client or the Employment Business (as directed) all documents (including copies), ID cards, swipe cards, equipment, passwords, pass codes and other materials belonging to the Client which are in its possession, including any data produced, maintained or stored on the Client's computer systems or other electronic equipment.

## **11 DATA PROTECTION**

11.1 The Temporary Worker consents to the Employment Business and the Client (and any other intermediary) holding and processing data relating to them for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data" as defined in the Data Protection Act 2018 relating to them including, as appropriate:

- (a) information about their physical or mental health or condition to monitor sick leave and take decisions as to their fitness for work;
- (b) their racial or ethnic origin or religious or similar beliefs to monitor compliance with equal opportunities legislation;
- (c) information relating to any criminal proceedings in which they have been involved for insurance purposes and to comply with legal requirements and obligations to third parties.

11.2 The Temporary Worker consents to the Employment Business, any intermediary involved and the Client making such information available to the Client, those who provide products or services to the Employment Business (such as advisers), regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of the Employment Business or any part of its business.

11.3 For more information on how the Employment Business will store and use your personal data please visit [www.visionpl.com/privacy-policy/](http://www.visionpl.com/privacy-policy/)

## **12 ENTIRE AGREEMENT**

12.1 These Terms constitute the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

## **13. LAW**

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

.....  
**Signed by the Temporary Worker**

.....  
**Dated**



Tel : 0843 455 5000  
Fax : 01279 410 818  
email: info@globalpaysolutions.co.uk  
www.globalpaysolutions.co.uk

Please send direct to Vision,  
either to the postal address  
listed below, or by email to  
**Compliance@visionpl.com.**



Section 1 - Personal Details

Title  Surname  Forename(s) (In Full)

Address

Postcode

Home Tel No.  Mobile

Work Tel No.

Email Address  Nationality

Date of Birth

National Insurance No.

Occupation

Tax Code / UTR

Please note all personal details MUST Be Completed

Section 2 - Bank Details

Name of bank  Sort Code

Branch  Account Number

Account Holder  Building Society Reference No

Section 3 - Invoicing Details

Please provide details of your recruitment agency or client we are to invoice, together with details of your hourly rates

Name of Agency/Client

Branch Address

Postcode

Agency Contact

Tel No.  Branch Tel No.

Fax No.  Branch Fax No.

As part of your registration with us your details will be passed to Global Accountancy and Taxation for automatic enrolment.  
Please tick this box if you do not want your details passed on. Further information available at [www.global-accountancy.com](http://www.global-accountancy.com)



**THIRD PARTY BANK ACCOUNT**

**AUTHORISATION FORM**

**(Please complete this form if bank account is not in your name)**

This letter is to show that I .....authorise the below named person to receive any monies due from the Global Pay Solutions Ltd into the mentioned account:

Name of account holder .....

Bank/Building Society .....

Account Number .....

Sort Code .....

Building Society Ref/Roll No .....

Signature of Account Holder .....

(I agree to the terms below)

Telephone Number of Account Holder .....

Relationship to temporary Worker .....

Date .....

I agree that the Global Pay Solutions Ltd are not held responsible for any issue regarding funds once they have left the Global Pay Solutions Ltd account. All queries regarding the whereabouts of funds should then be directed at the beneficiary.

Signature of temporary worker .....

Date .....

Date Of Birth .....

Fax Number Sent To: .....

**ID will be required for the account holder and temporary worker with signature**

**(Example – Passport or Driving Licence)**

## Employee's Emergency Contact Details – Next of Kin (Please ensure this is completed)

Your Name	
Your National Insurance Number	
Home Address	
Mobile telephone number	

Name of your next of kin	
Address of your next of kin	
Daytime telephone number	
Relationship to you	

Please state any medical details which we should be aware of in the event of an emergency, eg. diabetes, epilepsy.

**This information will be treated as confidential**



Vision Personnel Ltd  
 Suite 2, Western House  
 Western Road  
 Billericay, Essex  
 CM12 9DY  
 T: 01277 815178  
 F: 01277 280644

For the Attention of: Admin

Please Fax Back on: 01277 280644

Or Email to: [Admin@visionpl.com](mailto:Admin@visionpl.com)

Client: \_\_\_\_\_ Contract: \_\_\_\_\_ Week Ending: \_\_\_\_\_ Job Ref: \_\_\_\_\_

Name	Payroll Number	Trade Code	Description	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total Hours

**TOTAL HOURS ON TIMESHEET ARE THE HOURS PAID AND INVOICED. IF BREAKS NOT PAID THEN PLEASE DEDUCT. PLEASE RETURN COMPLETED AND SIGNED BY 12PM TUESDAY THE LATEST TO ENSURE PAYMENT.**

Signed By Client :  
 Print name:  
 Position:  
 Date Signed: