



IMPORTANT INFORMATION

WE CANNOT REGISTER YOU WITHOUT AN ARRANGED APPOINTMENT

**DO NOT POST THIS FORM AS YOU NEED TO BRING IT WITH YOU TO THE BOOKED APPOINTMENT
PLEASE ENSURE THE APPLICATION FORM IS COMPLETED BEFORE YOUR ARRIVAL / REGISTRATION**

FOR REGISTRATION APPOINTMENTS

PLEASE CALL OUR MAIN BOOKINGS TEAM AT EASTBOURNE ON

01323 643 154

Bexhill Branch 01424 224 520

Uckfield Branch 01825 768 778

CANDIDATES **MUST SUPPLY THE FOLLOWING PAPERWORK**

ALL DOCUMENTS **MUST BE ORIGINALS!**

UK CANDIDATES

Passport **and / or FULL Birth Certificate**

EU CANDIDATES

Passport **and / or Residents card (**IDEALLY BOTH!**)**

NON EU CANDIDATES

**Must provide an up-do-date VISA & Passport
WITH the relevant Home Office paperwork**

ALL CANDIDATES MUST ALSO PROVIDE:

TEMPORARY WORKERS MUST SUPPLY **2 PASSPORT SIZED PHOTOGRAPHS**

PROOF OF NAME & ADDRESS:

Eg: Bank / credit card / council tax / official government statement etc

PROOF OF NATIONAL INSURANCE NUMBER:

N I card, P45, P60 or wage slip etc

IF YOU DO NOT HAVE A NATIONAL INSURANCE NUMBER

PLEASE CALL 0845 600 0643

TO MAKE AN APPOINTMENT WITH THE JOB CENTRE PLUS IN BRIGHTON

**IF YOU CANNOT PROVIDE ANY OF THE ABOVE ITEMS
PLEASE ADVISE US BEFORE YOUR REGISTRATION APPOINTMENT**



THE FOLLOWING PLACEMENTS USUALLY REQUIRE DBS CLEARANCE

THE COST OF AN ENHANCED DBS IS £

DBS CERTIFICATES ARE NOW TRANSFERABLE IF REGISTERED WITH THE DBS UPDATE SERVICE

For more information please visit: <http://www.gov.uk/dbs-update-service>

OFFICE BASED STAFF (all levels)

An up to date CV that confirms office experience **MUST** be provided via email (word format)

After making an appointment - Please email your CV to jobs@ninetofive.co.uk

This **MUST** confirm you are proficient in using MS Word, Outlook & Excel etc

That you have a pro-active approach to Customer Care – especially when under pressure etc

THE MORE PROVEN OFFICE EXPERIENCE, THE BETTER

HEAD CHEFS, CHEFS, SOUS CHEFS & COOKS (all levels)

Ideally an up to date CV that confirms catering experience to be provided via email (word format)

Please be aware that a majority of our placements are at a care home setting

Ideally you will be qualified to Chef – Experience is just as or more important

PLEASE SUPPLY QUALIFICATION & TRAINING CERTIFICATES FOR COPYING

IDEAL QUALIFICATION/S WOULD BE:

City & Guilds in Cookery Levels I & II

NVQ equivalent is also accepted

ALL CHEFS SHOULD HAVE THEIR OWN LEVEL II FOOD & HYGIENE CERTIFICATE

KITCHEN ASSISTANTS & HOUSEKEEPERS

Experience is the ideal; however training can be given to reliable staff
(COSHH, Manual Handling, Nutrition & Hydration, Promoting Food Safety etc)

NON DBS PLACEMENTS & FACTORY STAFF

Industrial factory staff MUST have industrial safety work boots

CSCS card, High vis waistcoat / jacket & Manual Handling training is desirable

WAITING STAFF

PEOPLE WITH SILVER SERVICE TRAINING PREFERRED

OWN TRANSPORT IS SOMETIMES NECESSARY!

PLEASE SUPPLY QUALIFICATION & TRAINING CERTIFICATES FOR COPYING

PERMANENT EMPLOYMENT

ALL VACANCIES CHANGE ON A DAILY BASIS

PLEASE VISIT WWW.NINETOFIVE.CO.UK – THESE CAN BE DISCUSSED WHEN YOU REGISTER



WE CANNOT REGISTER YOU WITHOUT AN ARRANGED APPOINTMENT

**DO NOT POST THIS FORM AS YOU NEED TO BRING IT WITH YOU TO THE BOOKED APPOINTMENT
 PLEASE ENSURE THE APPLICATION FORM IS COMPLETED BEFORE YOUR ARRIVAL / REGISTRATION**

DO YOU HAVE AN UP TO DATE CV? YES NO Please bring a hard copy to your appointment & email it to jobs@ninetofive.co.uk

<p>IMPORTANT PLEASE SUPPLY A RECENT PHOTOGRAPH FOR YOUR FILE</p>	Aspire No:		Recruit No:		Known As: (Nick Name)	
	Office Use ONLY TYPE OF WORK					
	P45	P46	P38	JSA	2nd Job	
	CONSULTANT			DATE		

Date of Birth: Age: Nationality: National Insurance Number:

TITLE	FIRST NAME	MIDDLE NAME/S
SURNAME	PREVIOUS OR MAIDEN NAME	
FULL ADDRESS		
		POST CODE
EMAIL ADDRESS - PLEASE WRITE CLEARLY!!		
HOME NUMBER	MOBILE NUMBER	
WORK NUMBER	2ND MOBILE	
NEXT OF KIN - NAME	RELATIONSHIP	CONTACT NUMBER
ADDRESS & POST CODE		

******* FOR OFFICE USE ONLY *******

TO BE COMPLETED BY NINE TO FIVE RECRUITMENT STAFF DURING REGISTRATION

PASSPORT	BIRTH CERTIFICATE	EU RESIDENT CARD
PROOF OF NAME & CURRENT ADDRESS		
PROOF OF NATIONAL INSURANCE NUMBER		
*non EU ORIGINAL VISA DOCUMENTS COPIED		
Own Transport?	Type of Licence?	Clean Licence?
Other Commitments?	Relocate / Travel?	Miles Other info?
DBS		

REFERENCES

We will not approach either of your referees unless you have given us permission

REFERENCE 1: Most recent employer preferred

REFEREE NAME	
REFEREE JOB TITLE	
BUSINESS NAME & ADDRESS	
BUSINESS EMAIL ADDRESS	
BUSINESS TELEPHONE NUMBER	
REASON FOR LEAVING	
What was your position in this company:	
Start date:	Finish date:

REFERENCE 2:

REFEREE NAME	
REFEREE JOB TITLE	
BUSINESS NAME & ADDRESS	
BUSINESS EMAIL ADDRESS	
BUSINESS TELEPHONE NUMBER	
REASON FOR LEAVING	
What was your position in this company:	
Start date:	Finish date:

IF YOU HAVE NOT BEEN EMPLOYED BEFORE

PLEASE GIVE DETAILS OF SOMEONE WE MAY APPROACH
FOR A CHARACTER OR EDUCATIONAL REFERENCE

Referee name
BUSINESS NAME (IF APPLICABLE)
BUSINESS OR PRIVATE ADDRESS
BUSINESS EMAIL ADDRESS
BUSINESS TELEPHONE NUMBER

DO YOU KNOW OR ARE YOU RELATED TO ANY NINE TO FIVE RECRUITMENT STAFF
(PAST OR PRESENT)

**THIS PAGE IS TO BE COMPLETED
AT YOUR REGISTRATION APPOINTMENT**

DECLARATION

Have you ever been convicted of any criminal offenses? Yes No
If yes, please give the details on a separate sheet

Do you have any prosecutions pending? Yes No
If yes, please give the details on a separate sheet

Has anything occurred which may result in any future prosecution? Yes No
If yes, please give the details on a separate sheet

To the best of my knowledge and belief the information contained in this form is true. If I am successful in obtaining work, and the information is later discovered to be incorrect, I understand that the appointment may be terminated

Name	Sign	Date
------	------	------

**CONTRACT FOR SERVICES FOR PERMANENT & TEMPORARY PLACEMENTS
(Terms of Engagement)**

We at Nine to Five Recruitment are acting as an Employment Agency seeking employment on behalf of _____ The type of work we are seeking on your behalf is _____

We are required to notify you of this in accordance with Regulation 14 of the Conduct of Employment Agencies and Employment Regulations of 2003

AGENCY WORKERS DECLARATION

Please note your Employer is Nine to Five Recruitment (NOT WHERE YOU ARE PLACED). Please contact your nearest branch should you need any advice on any booking or client information – If you are placed on any long term assignment you should contact us and the client if you are delayed or off sick

RELEASE / INTRODUCTION TO ALL CLIENTS (Temp and Perm)

If you have "TEMPED" OR "INTERVIEWED" for any of our Clients through this agency and you apply for or they offer you permanent employment (including bank work or a short term contract) YOU MUST ADVISE US IMMEDIATELY as we will need to "RELEASE" you and discuss Terms & Conditions with your prospective new employer (OUR CLIENT). This includes a permanent position being offered within 3 months of leaving our employment

CLIENTS NAMES AND CONTACT DETAILS

MUST NOT BE PASSED ON TO OTHER ORGANISATIONS

I understand the above statements and accept the rules and regulations for staff attending interviews through for Nine to Five Recruitment. *I also understand to the best of my knowledge and believe the information contained in this form is true. If I am successful in obtaining work, and the information is later discovered to be incorrect, I understand that the appointment may be terminated

Name	Sign	Date
------	------	------

COURSES, TRAINING & QUALIFICATIONS

Date	Course	Level/Qualification

Please continue on a separate sheet of paper if necessary
If possible, please supply certificates for copying

EMPLOYMENT HISTORY:

Details of most recent employment or voluntary work

Start Date:	Finish Date:
Job title:	
Employer:	Salary:
Reason For Leaving:	
Main responsibilities and activities:	

DETAILS OF PREVIOUS EXPERIENCE

Please start with the job prior to the one described above and work backwards
Please include any experience gained in a voluntary capacity
If you are providing an up to date CV
Please just write "SEE CV"

Start Date:	Finish Date:
Job title:	
Employer:	Salary:
Reason For Leaving:	
Main responsibilities and activities:	

EMPLOYMENT HISTORY Continued:

Start Date:	Finish Date:
Job title:	
Employer:	Salary:
Reason For Leaving:	
Main responsibilities and activities:	

Start Date:	Finish Date:
Job title:	
Employer:	Salary:
Reason For Leaving:	
Main responsibilities and activities:	

Start Date:	Finish Date:
Job title:	
Employer:	Salary:
Reason For Leaving:	
Main responsibilities and activities:	

Please continue on a separate sheet of paper if necessary

EMPLOYMENT CHECKLIST

"X"

CONFIRMS YOUR WORK EXPERIENCE & TYPE OF WORK YOU ARE LOOKING FOR

ACCOUNTS	COMPUTER PACKAGES	ADOBE APPLICATIONS	CATERING HOSPITALITY	FACTORY
Book Keeping	AutoCAD	Acrobat Pro	Bar Person	C & C
Bought/Sales Ledger	Coreldraw	Dreamweaver	Catering Manager	E D M
Cashier	Graphic Design	Flash	Cook - Care Home CRB	Fore Person
Credit Control	Group Wise	Photoshop	Cook - Public House	Grinding
Finance Assistant	Lotus	Premiere	Chef - Head	Manager
Financial Accountant			Chef - Pastry	Milling
Financial Control	COMPUTER HARDWARE	PAYROLL APPLICATIONS	Chef - Sous	M R P
Management Accountant	Apple Mac	Pegasus	Chef de Partie	Packer
Part Qualified Accountant	Cabling	Project	Chef - Manager	P C B
PAYE/VAT Returns	Cisco	QuadroPro	Concierge/Porter	Radial Drilling
Payroll	Ethernet	Quark	Kitchen Assistant	Skilled Operator
Payroll Manager	Hubs	QuickBooks	MaitreD EXPERIENCED	Stores
Qualified Accountant	IBM	Sage	Publican EXPERIENCED	Turning
Reconciliations	PC	Sage Line 50	Waiting - Cocktails	Unskilled Operator
Trial Balance	Router	Sage Line 150	Waiting - General	Welder
	Maintenance	SuperCalc	Waiting - Silver Service	
ADMIN OFFICE & TYPIST	Switches	Tempaid	Waiting - Wine	ENGINEERING
Audio Typist EXPERIENCED		Uniplex		Biological Engineer
Basic Computer (Junior)	IT OPERATING SKILLS		CERTIFICATES PROOF	Chemical Engineer
BT Trained Operator	Citrix	LEGAL	Catering Diploma	Civil Engineer
Copy Typist EXPERIENCED	DOS	Commercial	CEMAP 1 - CEMAP 2	Electrical Engineer
Clerical (General)	Exchange	Conveyancing	CIS / SIA Security Badge	Instrument Engineer
Client Advisor	Linux	Litigation	CITB	Lab Technician
CRB Cleared ADMIN	Apple Mac OS X	Matrimonial	City & Guilds	Light & Sound
Customer Care	Novell	Paralegal	CPCS	Maintenance
Data Entry EXPERIENCED	UNIX	Probate	CRB Enhanced	Mechanical Engineer
Email EXPERIENCED			CRB General	Nuclear Engineer
Enquiries Clerk	IT SKILLS	MANAGEMENT	CSCS Card	Petro-Chemical Engineer
Events Coordinator	1 st Line Support	Accountancy	Degree Level	Process Engineer
Faxing Filing Photocopying	2 nd Line Support	Assistant	First Aid	Production Engineer
Front Office	3 rd Line Support	Distribution	Food & Hygiene	Quality Engineer
HR / Personnel (Assistant)	Analyst	Facilities	Forklift	Service Engineer
Internet EXPERIENCED	Analyst & Programmer	General	Health & Safety	
Mail Merge EXPERIENCED	Call logger	Hospitality	Hazardous Chemicals	MANUAL EXPERIENCED
Manual Typist EXPERIENCED	Desk Top Support	Office	Manual Handling	Bricklayer
Meeting & Greeting	Engineer	Production	NVQ 1 2 3 or 4	Carpenter
Office Junior (School leaver)	HARDWARE Support	Sales		Carpet Fitter
Problem Solving	Help Desk	Warehouse	DRIVING EXPERIENCED	Decorator
Property Management	HTML		3.5 Tonne	Dry Liners
Progress Clerk	Internet & Web Design	PERSONNEL	4.5 Tonne	Electrician
Real Estate	IT Tutor	Human Resources	7.5 Tonne	Gardener
RECEPTION Legal	Java Script	Recruitment	ADR	Grounds Person
RECEPTION Prop Services	Network Engineer	Training	Caterpillar	Handy Person
RECEPTION Real Estate	Programmer	Visiting Officer	Chauffeur	Hod Carrier
RECEPTIONIST	Project Manager	Welfare	Counter Balance	Industrial Sewer
TELEPHONIST	SOFTWARE Developer		Crane	Labourer
	SOFTWARE Support	MARKETING & PR	Delivery	Maintenance
SECRETARIAL EXPERIENCED	Server Support	Advertising	Forklift	Mechanic
Accountancy	Systems Engineer	Business Develop	HGV 1	Painter & Decorator
Acquisitions	Technician	Exhibitions	HGV 2	Painter
Commercial	Trainee	Graphic Display	HiAB	Plasterer
HR / Personnel	Trainer	In-Store Demos	IAM	Plumber
Legal	Web Design	Market Research	LGV C&E	Porter
Medical	MICROSOFT APPLICATIONS	Public Relations	LGV 1	Roofer
Minutes	Access	Purchasing	LGV 2	Sign Maker
Personal Assistant	Excel	Purchasing Manager	PSV	Waste Collector
Power of Attorney	Office 2000-2010	Sales	REACH	Welder/Fabricator
Private Clients	Outlook	Telemarketing / Telesales	Removals	
Probate	PowerPoint		TACHO CARD	
Share Holders	Project	SALES	TRACTOR	UNIFORMS ETC
Wills	Word	Analysis	VAN & TRANSIT	CATERING WHITES
Short Hand EXPERIENCED	Windows pre '98	Cashier		CHEFS KNIVES
	Windows 2000	Field Consultant	DOMESTIC	HIGH VIS JACKET
LANGUAGES FLUENT	Windows XP	Field Sales	Care Home CRB	OUT DOOR JACKET
Spanish	Windows Vista	Internal Sales	Construction	OWN TOOLS
French	Windows 7	Management	Hotel - House Keeper	SAFETY BOOTS
German	Windows Server 2003/R2	Retail	Industry	SUIT/OFFICE ATTIRE
	Windows Server 2008/R2		Office	WATERPROOFS

THIS PAGE IS TO BE COMPLETED
AT YOUR REGISTRATION APPOINTMENT

PLEASE READ IN ADVANCE

WHERE POSSIBLE, PLEASE SUPPLY YOUR MOST RECENT P45

P45 / EMPLOYMENT INFORMATION

HAVE YOU SUPPLIED A P45?	
IF NO, WHERE IS YOUR P45?	
ARE YOU CLAIMING BENEFITS?	
ARE YOU RECEIVING A PENSION?	
WHERE DID YOU LAST WORK?	
WHEN DID / DO YOU FINISH WORKING?	
OTHER INFORMATION / OFFICE USE?	

BANKING INFORMATION

NAME OF BANK	
ADDRESS OR AREA OF BANK	
ACCOUNT NUMBER	
SORT CODE	
IF APPLICABLE, BUILDING SOCIETY NUMBER	
ACCOUNT HOLDER/S NAME/S	
OTHER INFORMATION / OFFICE USE?	

**YOU ACCUMULATE HOLIDAY PAY ON AN HOURLY BASIS – THIS IS KEPT UNTIL YOU ASK FOR IT
YOU MUST TAKE YOUR HOLIDAY PAY WITHIN A YEAR OF YOUR START DATE (FIRST BOOKING)
.....AND EACH SUBSEQUENT YEAR THEREAFTER
YOU SHOULD GIVE US AT LEAST 1 WEEKS NOTICE FOR THIS REQUEST
IT IS UP TO YOU TO REQUEST THIS – WE DO NOT SEND REMINDERS**

Name signed/printed:	Date:
-----------------------------	--------------

PAYROLL INFORMATION – OFFICE USE ONLY

HMRC	PASSPORT NO:	NATIONALITY:
-------------	---------------------	---------------------

--



Bexhill (Head Office) - 33 Station Road • TN40 1RG • 01424 224 520
 bexhill@ninetofive.co.uk
 Eastbourne - 16 Gildredge Road • BN21 4RL • 01323 643 154
 eastbourne@ninetofive.co.uk
 Uckfield - 80 Newtown, High Street • TN22 5AE • 01825 768 778
 uckfield@ninetofive.co.uk
 Enquiries - jobs@ninetofive.co.uk

CONTRACT FOR SERVICES - TEMPORARY WORKER

TERMS OF ENGAGEMENT

Name of Temporary Worker:	Date of Registration:
Type of Work:	Availability:
Nine to Five (Sussex) Limited. Registered Office / Head Office: 33 Station Road, Bexhill on Sea, East Sussex TN40 1RG COMPANY REGISTRATION NUMBER: 2946716 – LICENCE NUMBER: SE 15717 – VAT NUMBER: 571 7038 39	

1: DEFINITIONS

1.1

In these Terms of Engagement the following definitions apply

“Assignment”

Means the period 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 as defined by the Companies Act 1985

“Employment Business”

Means Nine to Five Recruitment of 33 Station Road Bexhill TN40 1RG

“Temporary Worker”

Means you

“Type of Work”

Means as requested by the Temporary worker, this is the “Type of Work” we will endeavour to offer you

1.2

Unless the contract otherwise requires references to the singular include the plural

1.3

The headings contained in these Terms are convenience only & do not effect their interpretation

2: THE CONTRACT

2.1

These Terms constitute a contract for services between the Employment Business & the Temporary Worker & they govern all Assignments undertaken by the Temporary Worker – However, no contract shall exist between the Employment Business & the Temporary Worker between Assignments

2.2

For the Avoidance of doubts, these Terms shall not rise to a contract of employment between the Employment Business & the Temporary Worker. The Temporary Worker is engaged as a self employed worker, although the Employment Business is required to make statutory deductions from the Temporary Worker’s remuneration in accordance with clause 4.1

3: ASSIGNMENTS

3.1

The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business, but if she/he does so, during every Assignment where appropriate, she/he will:-

- (A)** Co-operate with the clients reasonable instructions & accept the direction, supervision & control of any responsible person in the Clients organisation
- (B)** Observe any relevant rules & regulations of the Clients 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/her own health & safety & that any other person who may be present or be affected by his/her actions on the Assignment & comply with the Health & Safety policies & procedures of the Client
- (D)** Not engage in any conduct detrimental to the interest of the Client
- (E)** Not at any time divulge to any person, nor use his/her own or any other persons benefit, any confidential information relating to the Clients of the Employment Business’ employee’s, business affairs or finances

4: TIMESHEETS

4.1

Timesheets **MUST** reach us no later than **10am Mondays** – any later than this could delay your wages

5: REMUNERATION

5.1

The Company shall pay no less than the minimum wage per hour, although the actual rate of pay will be notified on per Assignment basis, for each hour worked during an Assignment (to the nearest quarter hour) to be paid in arrears, subject to deductions in respect of PAYE pursuant to sections 44-47 of the Income Tax (Earnings & Pensions) at 2003 & Class 1 National Insurance Contributions & any other deductions which the Employment Business may be required by law to make - You will be paid weekly in arrears.

5.2

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 reason unless otherwise agreed.

5.3

For the avoidance of doubt & for the purpose of the Working Time Regulations, the Temporary Workers working time shall only consist of those periods which she/he is carrying out activities or duties for the Clients as part of the Assignment. Time spent travelling to the Clients premises; lunch breaks & other rest breaks shall not count as part of the Temporary Workers working time for these purposes.

5.4

As a Temporary Worker you immediately qualify for holiday entitlement (up to 24 days a year if you work full time hours INCLUSIVE OF ALL BANK & PUBLIC HOLIDAYS), which shall be, accumulated pro rata from the 1st day of your 1st Assignment. You may ask for payment of holiday at any time (you do not have to be on holiday). All entitlements to leave must be taken during the course of the leave year in which it accrues & none may be carried forward to the next year.

5.5

We include an undertaking that the Employment Business will pay the work seeker in respect of work done by him/her, whether or not it is paid by the Client in respect of that work, as long as your timesheet/s is/are signed by the Client.

6: TERMINATION

6.1

The Employment Business or the Client may terminate the Temporary Workers Assignment at any time without prior notice or liability.

6.2

The Temporary Worker may terminate an Assignment at any time without prior notice or liability –

A MINIMUM OF 2 WEEKS NOTICE IS APPRECIATED!

6.3

If the Temporary Worker does not inform the Client, 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 unless the Temporary Worker can show that exceptional circumstances prevented him/her from attending work

6.4

If the Temporary Worker is absent during the course of an Assignment & the contract has not been otherwise terminated under the Employment Business will be entitled to terminate the Contract if the work to which the absent worker was assigned is no longer available for the Temporary Worker

7: LAW

7.1

These Terms are governed by the Law of England & Wales & are subject to the exclusive jurisdiction of the courts of England & Wales

Name in Full	Signature & Date
---------------------	-----------------------------

8: WORKING REGULATIONS

8.1

With the reference to the Working Time Regulations 1998 (S.1. 1998/1833) the maximum hours for any one week should not exceed an average of 48 hours over a 17 week period. Should you wish to opt out of the maximum hour's clause, then you must sign the following declaration prior to commencement of the work.

8.2

I wish to opt out of the maximum working hours (clause 7.1) but understand that I must give two weeks written notice should I wish to revert back to this regulation.

Name in Full	Signature & Date
---------------------	-----------------------------