

PERSONAL DETAILS

PRIVATE AND CONFIDENTIAL

First Name:

Surname:

Full Address:

.....

.....

Date of Birth (dd/mm/yy):/...../.....

NI Number.

Phone Number (Home):

(Mobile):

Email Address:

Emergency Contact: Name:.....

Phone (Work):.....

(Home):.....

(Mobile):.....

Start Date (dd/mm/yy):/...../.....

Limited Company Name

Is Company address the

same as Personal Address

Yes []

No []

If no, what is the Company

Address

Company Reg No.

Worker Signature

Date:.....

DRIVER PROFILE

(Please fill in the following as appropriate)

Date Profile Made:/...../.....

Full Name:

Language:

Phone Number:

Address:
.....
.....

License Owed?: UK ☐ EU ☐ Other:.....

License Owned Clear?: Yes ☐ No ☐

If "No" please state how many points you currently have:

Own a Digi card? Yes ☐ No ☐

Own a CPC card? Yes ☐ No ☐

When did you last drive?/...../.....

Years of Experience? Years: Months:.....

How long have you been driving within UK? Years..... Months.....

Have their own transport? Yes ☐ No ☐

Date on which you passed your license?/...../.....

Which Job are you looking for? Full Time ☐ Part Time ☐ Weekends ☐

Shifts? Days ☐ Nights ☐ Tramping ☐

Start Date?/...../.....

Distance willing to Travel?Miles

Previous Employer?

Any Experience On: **Containers?** Yes [] No []

Curtain Sliders? Yes [] No []

Fridges? Yes [] No []

Tankers? Yes [] No []

Any Other Information:

.....
.....
.....
.....
.....

Driver Signature:.....

Employer Signature:.....

Induction test

1. If you had travelled 4 hours and had a 30-minute break. After 30 minutes more driving how long break is required?
2. If you had driven 52 hours on week 1 how many hours can you drive the next week?
3. If you started your shift at 0600hrs, what time are you required to have a break for WTD rules?
4. What is the maximum number of hours you can drive in any week?
5. How many times can you extend your daily drive?
6. Name 8 items you would check on a daily workarround check
7. Can you explain the 2 second rule?
8. Name 3 things which helps to reduce the mpg

RG Recruitment LTD

WORKER CONFIRMATION OF RECEIPT AND CONTENT OF WORKER SAFETY
HANDBOOK

Please read notes below, the sign and date this form

PART 1

RG RECRUITMENT LTD has prepared a Health and Safety Policy. This form is to let you know that these sections of the Policy affecting you, as an employee, are contained in the Worker Safety Handbook.

Should you wish to see the complete Health and Safety Policy this can be arranged; ask your line manager. They will arrange for it to be made available.

Please read the Worker Safety Handbook and take time to understand it. Raise any questions about the content with your manager. Then sign and read the declaration at Part 2.

PART 2

I have read the Worker Safety Handbook. I understand, accept and will comply with the contents. I understand that compliance with the rules and conditions set out forms part of my contract of employment. I will keep myself aware of its contents and any updates I am told about.

Worker signature.....

Date.....

NAME.....

Note: by law employers have to make available to workers relevant information about their health and safety policies, procedures and safe working systems. The same legislation requires workers to follow safety rules, procedures and instructions set by their employer and should confirm that they understand these matters. In the event of refusal to sign this document, arrangements will be made to have the contents read to you and this will be recorded by your manager.

RG Recruitment LTD

DECLARATION OF OTHER ASSIGNMENTS

If you already provide your services to another organization or are considering any employment you must notify us so that we can discuss any implications arising from this i.e. working time legislation, driving regulations, health and safety issues, conflict of interest.

You may not under any circumstances, whether directly or indirectly, undertake any other duties of whatever kind during your hours of work.

Failure to follow this procedure may result in the termination of your agency worker assignment.

Worker Signed: Date:

RG Recruitment Ltd Signed: Date:.....

RG Recruitment Ltd

If you are overpaid upon payment, the total amount of the overpayment will normally be deducted from your next payment.

On the termination of your contract you must return all property which is in your possession or for which you have responsibility belonging to the company. Failure to return such items will result in the cost of the items being deducted from monies outstanding to you.

Any damage to vehicles, stock or property (including non-statutory safety equipment) or unauthorized miles driven in a vehicle, that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay full or part of the cost of repair or replacement.

The driver is insured, but in the event of an insured event, the driver pays the difference between the damage and the insurance compensation.

Any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behavior or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss, i.e. extra miles driven, time taken to go the wrong way.

Any fines imposed by relevant authorities including (but not limited to) speeding and parking will be payable by the driver. The company take no responsibility for the payment of fines incurred by the driver during their work. If the Company receive the summons on the driver's behalf or owing to a fine incurred by the driver, we may pay the fine and deduct the cost from any monies owed to you.

I have read and I understand the above terms. I agree that they form part of my contract.

Worker Signed:.....DATE:.....



CARD PAYMENT DETAILS

BANK NAME

.....FULL NAME OF
CARD HOLDER

.....
SORT CODE

..... - -
ACCOUNT NUMBER

CARD TYPE :

VISA CREDIT/DEBIT BUSINESS CARD

OTHER:.....

SIGNATURE.....

DATE...../...../.....

Worker No.

Personal Protective Equipment Form PPR

(PPE)Initial Receipt

Use this form as a record of issue of personal PPE and the initial issue of disposable PPE. The worker should sign and date this form to acknowledge receipt of the PPE and the instruction and training they have been given in its use.

I confirm that I have received the following Personal Protective Equipment (PPE) and that I have been given, and clearly understand instruction, information and training regarding: -

- The purpose for which PPE has been provided as described in the Safe Systems of Work.
- The hazards that it will protect against.
- The correct method of use.
- My responsibilities for ensuring that PPE remains in an efficient state, properly working and in good repair

I have been instructed in regard to obtaining and using disposable PPE and replacing personally issued PPE. I agree that I will report any defect or loss of PPE equipment to the Person in Charge.

List of personal protective equipment supplied by RG RECRUITMENT Ltd			
ITEM	COST £	ITEM	COST £

Own Equipment checked by RG RECRUITMENT Ltd

PPE	

I understand that I am obliged to use and take reasonable care of the PPE as instructed by my employer.

Signature of Worker.....

Date.....

Print Name.....

Note: please describe the type of PPE issued e.g Gloves, Googles, Boots/Shoes/Safety Wellingtons, Glasses, Safety Helmet, All weather clothing, Hi-Vis Jacket, Respiratory Equipment.

RG Recruitment LTD
COMPANY REGISTRATION NUMBER 12054702
CONTRACT FOR SERVICES

PARTIES

This is an agreement made between:

RG Recruitment Ltd
41 Office, Pinnacle
House, Newark road
Peterborough
PE1 5YD

(hereinafter referred to as the “company” or the “employment business”)

AND

.....
.....
.....

(hereinafter referred to as the “agency worker” or “you”)

Nature of Engagement

The company will act as an employment business in respect of this agreement and will endeavor to find a.....**LORRY DRIVER**..... assignments for you.

The Employment Agencies Act 1973 prohibits the employment business from charging a fee in respect of this work finding service.

The employment business does not provide any other goods or services in respect of which you may be charged a fee.

Work assignments will be offered to you on an “ad hoc” basis as and when the employment business matches you with suitable clients. You are free to accept or decline such assignments. You are not guaranteed continuous work and we are under no obligation to offer you further assignments. No contract shall exist between the employment business and yourself in periods between agreed work assignments.

Although you are free to engage in other work, if you already have or are considering any additional work, you should notify the employment business so that any implications arising from the current working time legislation can be discussed.

For the avoidance of doubt, you are engaged as an agency worker. This contract for services and any attachments or assignment schedules do not therefore constitute a contract of employment between you and the employment business.

Assignments may be offered to you on hourly, daily, weekly or another basis. Attendance at work assignments will be in accordance with the assignment schedule for that assignment. When you have agreed to attend a work assignment and are unable to do so, you are required to notify Person in Charge (or the Company Director) immediately.

The Working Time Regulations 1998 provide that the average working week, including overtime, shall not exceed 48 hours. Should you wish to opt out of this you can do by signing the separate 48 hours opt out agreement.

Notification requirements to end an assignment

If the Sub-Contractor or the Company wish to terminate the contract for services, two weeks' notice must be given.

Payment

The employment business reasonably expects to achieve a minimum of at least the current NMW per hour for you OR..... per hour. However, your actual payment in respect of any assignment may be more than the above amount and you will be notified of the applicable rate when you are offered any assignment.

Any increment above the current NMW payment will be notified to you by your wage slip. Any increases in the current NMW will be also be notified by the wage slip.

You will become entitled to equal treatment under the Agency Workers Regulations 2010 regarding pay after you have accrued 12 weeks in a role with a client organization. Where this is the case, you will be advised separately of the relevant rate at the appropriate time. You will be paid in respect of work done regardless of whether the employment business receives payment from the client to whom you are assigned.

Payments will be made weekly/fortnightly (can be agreed upon) in arrears by bank credit transfer following submission of a properly completed timesheet. Statutory deductions such as income tax and NI contributions will be not made from the payments. As a Company Driver, will be paid under a Limited Company Umbrella which will be set up for you on your behalf.

Non-submission or incorrectly completed documentation may result in delayed payment. Any queries regarding payment should be raised with Person in Charge (Company Director).

The company will apply a charge of £1.5 per working day from your wages to cover you while working for the company in the event of an accident. By signing the Agreement, you have agreed to pay the amount of £1.5 for each day you work while operating for RG Recruitment.

The driver is insured, but in the event of an insured event, the driver pays the difference between the damage and the insurance compensation

Absence

Any absence, for whatever reason, whilst on an agreed assignment must be reported at the earliest opportunity on the day in question to enable alternative arrangements to be made. Notification should be made personally to Person in Charge (Company Director).

Health and Safety at work

Under Health and Safety legislation everyone has a legal responsibility for their own welfare and for the health and safety of others. You must take all reasonable steps to safeguard own safety and the safety of any other person who may be present and comply with the health and safety policies of any client to whom you are assigned.

Protective clothing and other equipment may be issued for your protection because of the nature of your job and must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.

RG Recruitment Ltd confirm that all PPE equipment is deemed fit for the purpose.

Standards

You are under no obligation to accept of an assignment, but if you do so, you agree, during every assignment and afterwards as appropriate, to observe the following conditions:

1. On attending a client's establishment, you will observe any specific instructions given regarding standards of dress. Where no specific instructions have been given, you should

present professional image and wear clothes appropriate to the responsibilities of your assignment.

2. You will familiarize yourself with and observe any rules and regulations of the client's establishment, particularly regarding use of any computer equipment, client telephones and personal mobile phones.
3. You will not engage in any conduct detrimental to the interests of the client or the employment business.
4. You will co-operate with the client's staff and accept the direction, instruction and supervision of any responsible person in the client's establishment.
5. You will not at any time divulge to any person, nor use for your own or any other person's benefit, any confidential information relating to the client's or the employment business' transactions, finances, customers, employees or business affairs

Equal Opportunities

The employment business is committed to the principle of equality regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Policies will be applied that are fair, equitable and consistent with skills and abilities. You have a duty to support the employment business in implementing these policies to ensure equality of opportunity.

Data Protection 1998

The above act was introduced to regulate personal data held either on computer or within a manual filing system. As an employment business, it is our responsibility to ensure that the documentation held is relevant, accurate and where necessary, kept up to date. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects under

the Act. As a worker, you will have the right, upon written request, to be told what personal data about you is being processed. You have also the right to be informed of the source of the data and to whom it may be disclosed.

Complaining about Discrimination and Harassment

If you believe you are victim of minor discrimination or harassment you should first, make it clear to the discriminator/harasser that their behavior is unwelcome and politely ask them to stop. If you feel unable to do this, or if this approach fails, or if the discrimination/harassment is more serious, you should discuss the matter with a Person in Charge of the employment business, who will endeavor to resolve the situation on your behalf.

Confidentiality

1. All information that: -
 - a. Is or has been acquired by you during, or in the course of any of your assignments with the employment business, or has otherwise been acquired by you in confidence;
 - b. Relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort; and
 - c. Has not been made public by, or with our authority;

Shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the termination of your services, disclose such information to any person without our prior written consent.

2. You are to exercise reasonable care to keep safe all documentary or other material containing information and shall at the time of termination of your services with us, or at any other time upon demand, return to us any such material in your possession.

If you agree to accept the above conditions, please sign and date both copies of this contract for services (retaining one for your own reference) and return one copy to Person in Charge.

NAME DATE

SIGNATURE..... For and on behalf of the employment business

I have read and understand the conditions relating to this work engagement and agree to my personal details being retained by the employment business for the purpose of matching me with suitable clients and contacting me with the offers of ad hoc work assignments. I understand that this engagement and any future work assignments will not indicate an employment relationship between the employment business and myself.

SIGNATURE..... DATE

PRINT NAME.....

GENERAL DATA PROTECTION REGULATION (GDPR) PRIVACY NOTICE

The new GDPR rules came into force on the 25TH May 2018 and will bring significant changes to the rules regarding the collection, processing and storing of personal data and the rights of data subjects (e.g. employees).

The RG Recruitment Ltd Company takes data governance seriously and will comply with the requirements of the General Data Protection Regulations.

The RG Recruitment Ltd has carried out a data audit and recorded what information is held, the reasons for this, the justification of why any data relied on and processed, who(if anyone) it is shared with, how long it is kept and how data is stored. A review of this audit will be carried out periodically.

Specifically, regarding employee information, the Company has looked at the requirement of consent and will make sure consent is gained from employees for each instance it is required and that the withdrawal of consent is clearly explained.

Data will be processed lawfully, fairly and in a transparent manner in accordance with the requirements of the GDPR to enable us to meet our legal obligations as a Company and an Employer as well as for personnel, legal, contractual and administrative purposes. The type of data collected will be adequate, relevant and limited to that which is necessary.

Personal data will only be processed for the purposes notified to you or for other purposes specifically permitted by and accordance with the rights under the GDPR and will be adequate, relevant and limited to what is necessary for the purpose for which it was collected and will not be transferred to a Country or Territory outside the European Economic Area. Appropriate technical and organizational measures shall be taken to ensure that data is kept secure, protected from unauthorized access, loss or damage and will not be kept longer than is necessary.

Every effort will be made to keep personal data accurate, however, it is your responsibility to ensure that you inform your Company Director of any change of address, next of kin or any changes such a new bank account etc. In order that personnel file and pay details may be kept up to date.

You have right to access your personal data. If you wish to make a data subject access request, you should do so in writing addressing to the Data Controller – Mr. ŽILVINAS KAZĖNAS . if you wish to rectify, erase and/or restrict personal data, to object to processing and /or to withdraw consent or request erasure, you must put this request in writing stating your reasons.

Upon receipt of any 'Subject Data Access Request' the RG Recruitment Ltd will seek appropriate advice and attempt to comply within one month as long as doing so does/ will hinder the Company from complying with any legal or contractual obligations.

PRIVACY CONSENT FORM

I have been provided a copy of the privacy consent information statement to which this consent form relates and any questions I have, have been answered to my satisfaction.

I agree to the collection, use, storage and disclosure of my personal and sensitive information as described in the accompanying form.

Declaration and Acceptance of Conditions		
Company Name:		
I, (Full name):		
Street Address:		
City:	County:	Post Code:
<p>I have read and understood each of the statements in this collection statement and voluntary consent to:</p> <p>(a) personal and sensitive information about me being collected by you as indicated in the collection statement.</p> <p>(b) personal and sensitive information about me being used as indicated in the collection statement.</p> <p>(c) personal and sensitive information about me being disclosed as indicated in the collection statement.</p>		
Signature:	Print Name:	Date:
Witness Signature:	Print Name:	Date:

DVLA CONSENT

I understand that RG RECRUITMENT LTD will ask DVLA for my driving record information, as and when they require, for the purposes which have been listed under "Nature of Engagement".

I understand DVLA will disclose to RG RECRUITMENT LTD all relevant information held in the computerized register of drivers maintained by DVLA. This includes personal details, driving entitlements, valid endorsements, and disqualifications (if relevant) and photo images.

I understand that this declaration will only expire once I stop driving in connection with RG RECRUITMENT LTD.

NAME:

SIGNED:

DATE: