

# Catabase Consulting

Temporary Chef Division  
Application Form  
2010

Name: \_\_\_\_\_

**FOR OFFICE USE ONLY**

- 1: Photo / ID \_\_\_\_\_
- 2: Proof of address \_\_\_\_\_
- 3: CV In \_\_\_\_\_
- 4: Application Sent \_\_\_\_\_
- 5: Interviewed \_\_\_\_\_
- 6: References \_\_\_\_\_
- 7: On Purple Square \_\_\_\_\_
- 8: Own Transport \_\_\_\_\_
- 9: Live In Needed \_\_\_\_\_
- 10: Highest Level Worked \_\_\_\_\_
- 11: Other Agencies \_\_\_\_\_
- 12: Special requirements \_\_\_\_\_
- 13: CRB Form \_\_\_\_\_



# Candidate Payroll Details

## Your Details

|                                  |  |
|----------------------------------|--|
| <i>Surname</i>                   |  |
| <i>First Name</i>                |  |
| <i>Second Name</i>               |  |
| <i>Date of Birth</i>             |  |
| <i>Nationality</i>               |  |
| <i>National Insurance Number</i> |  |
| <i>I.D. Provided? Type?</i>      |  |

## Address Details

|                  |  |
|------------------|--|
| <i>Address 1</i> |  |
| <i>Address 2</i> |  |
| <i>Address 3</i> |  |
| <i>Address 4</i> |  |
| <i>Post Code</i> |  |

## Contact Details

|                         |  |
|-------------------------|--|
| <i>Home Telephone</i>   |  |
| <i>Mobile Telephone</i> |  |
| <i>Email Address</i>    |  |

## Bank Details

|                                     |  |
|-------------------------------------|--|
| <i>Bank / Building Society Name</i> |  |
| <i>Account Name</i>                 |  |
| <i>Building Society Roll No.</i>    |  |
| <i>Account Number</i>               |  |
| <i>Sort Code</i>                    |  |



# Declaration

Forename: \* \_\_\_\_\_

Surname: \* \_\_\_\_\_

Have you ever been convicted of a criminal offence?  
(If yes, please give date and nature of offence)

Spent convictions need not be declared under the Rehabilitation of Offenders Act 1974. However individuals working with children and vulnerable adults are exempt from the above Act and must declare all offences, including spent convictions. The information you give will be treated in confidence and only taken into account where the offence is relevant to the post for which you are applying.

Catabase Consulting will, in the event that an assignment involves working with children or vulnerable adults, or in a certain profession, request a Disclosure. Catabase Consulting complies fully with the Rehabilitation of Offenders Act 1974 and the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

I hereby certify that to the best of my knowledge and belief all the information given by me is true and correct, and that all the questions have been accurately and fully answered.

- I hereby give my consent for all my details to be stored on computer.
- I confirm that I have (re-) registered with Catabase Consulting through my own choice.
- I confirm that, should any of my personal details change, I will inform Catabase Consulting immediately.

Signed: \_ \* \_\_\_\_\_ Date: \_\_\_\_\_

*Catabase Consulting will hold and process your data for recruitment purposes only and, from time to time, may contact you for market research purposes and to make further offers to you. If you would prefer not to be contacted once you are no longer seeking work through Catabase Consulting, please contact your local office.*

# Medical Declaration

Are you having any medical treatment at the moment?

Yes

No

Are you taking any medicine prescribed by a doctor at the moment?

Yes

No

If so what for? \_\_\_\_\_

Have you ever had:

A Psychological or nervous illness

Yes

No

Back Pain

Yes

No

Skin Complaint

Yes

No

Fits

Yes

No

Diabetes

Yes

No

Pain in arms or legs

Yes

No

If 'YES' please give details \_\_\_\_\_

**Data Protection: All information will be treated in the strictest confidence and will be used solely by Catabase Consulting.**

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

# EQUAL OPPORTUNITIES

Catadbse Consulting is committed to being an equal opportunities employer and to providing support, ensuring that candidates with disabilities can complete equally with other applicants.

THIS INFORMATION WILL NOT FORM PART OF OUR RECRUITMENT DECISION AND IS FOR MONITORING PURPOSES ONLY

To help us monitor the effectiveness of our policy, please complete the details below:

Do you consider yourself to have a disability? If so, please tick here

Details \_\_\_\_\_

Do you believe that there are any adjustments to the job role, which may be required to accommodate your disability?

Yes  No

Details \_\_\_\_\_

Please indicate your ethnic origin:

Black – African       Black Carribean       Black Other       White  
 Irish       Chinese       Indian       Pakistani  
 Bangladeshi       Other, Please specify \_\_\_\_\_

Do you have the right to work and remain in the UK?      Yes       No

Please note that you may be required to produce your National Insurance details/passport/work permit or other relevant documentation on commencement of employment.

Please state the number of days you were absent from work through illness in the last 2 years \_\_\_\_\_

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

# 48 Hour Limitation Waiver

The Working Time Regulations 1998 (“The Regulations”) require the Company to limit your average weekly working time to limit shall not apply to you.

The Company wishes to have an agreement with you.  
It proposes an agreement (which will apply until terminated by notice)  
On the basis that:

1. The 48 hour limit on average weekly working time will not apply to you;
2. You may terminate the agreement (so the 48 hour limit would apply to you) by giving the person at the Company to whom you usually report to 4 weeks’ written notice.

Under the regulations, the Company must keep records relating to your working time. This is the case whether or not you reach an agreement with the Company about waiving working time limits.

If you accept the Company’s proposal, please sign below. This document will then be the record of agreement between you and the Company.

Signed

---

Print Name

---

Date

---

Witnessed by

---

# References

ALL REFEREES WILL BE KEPT PRIVATE AND CONFIDENTIAL AND WILL NOT BE CONTACTED WITHOUT YOUR PERMISSION

Please give contact details the two most recent Referees.

## **Referee 1:**

Name:

Address:

Contact:

## **Referee 2:**

Name:

Address:

Contact:

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## **Catbase Consulting Use Only**

Completed Application



Date \_\_\_\_\_

Purple Square Added



Date \_\_\_\_\_

Reference \_\_\_\_\_

# Terms Of Engagement

Contract Agreement

## TERMS OF ENGAGEMENT OF WORKERS BETWEEN BASE RECRUITMENT (“the company”)

And \_\_\_\_\_  
(your name)

Work Category \_\_\_\_\_  
(ie.Chef)

I have read and understand the Terms of Engagement that Catabase Consulting has given me.

Yes  No

I agree to the current Terms of Engagement

Yes  No

Signed .....

Dated.....  
(By Worker)

Witnessed by: .....



# Terms Of Engagement

## Contract Agreement

These Terms of Engagement ("the Terms") form a contract for services and set out the entire agreement between you and the Company (with the exception of details of the Rate for any Assignment). In the Terms, references to the singular include the plural (and vice versa) and the following definitions apply:

"Client" means any person, firm, company or organization requiring the services of a worker from the Company; "Assignment" means any activity in the United Kingdom for which a Client seeks the services of a worker from the Company.

"Rate" means your hourly rate of pay by the Company in respect of an Assignment.

The Company is an employment business which supplies workers to its Clients. You wish to be provided with paid Assignments including work which falls within the categories specified above. The Company will endeavour to find suitable Assignments for you in accordance with and subject to these Terms. You are not obliged to accept any Assignments offered to you by the Company.

The relationships between the Company and you shall be one of employment. The Company shall have no obligation to provide any minimum number of Assignments to you. It shall be entirely within the discretion of the Company to determine whether you are suitable for any particular Assignments and whether you are more suitable than any other worker with whom the Company has agreement. The company shall also be entitled to review your suitability (as against the requirements of any Assignment and as against other workers) from time to time including during an Assignment.

The Company shall explain the Rate to you at the start of any particular Assignment. You shall be paid at the Rate for hours worked during the Assignment in respect of which a timesheet is received from the Client, which is signed by an authorised representative of the Client.

It shall be your responsibility to deliver to the Company a duly signed timesheet for any hours worked. Delivery of a weekly timesheet must occur, at the latest by Monday of the week immediately following the week when the time is worked. The Company shall be under no obligation to make any payment to you unless a duly signed timesheet has been received.

The Company will deduct income tax at the appropriate rate under schedule E together with the prescribed contribution to National Insurance from payments due to you if you have not produced evidence of being a corporate body as prescribed in the relevant legislation (or a tax exemption certificate where appropriate). In the event that you claim emoluments from the Company without any or all such deductions in accordance with the relevant legislation, you will indemnify both the Company and affected Client against all and any costs to or any claims, assessments, demands etc, which may be made on or against any or all of them in respect of income tax, value added tax, National Insurance contributions and all and any other taxes and revenues which may be payable by you as a result of an Assignment.

Other than in accordance with applicable legislation you are not entitled to payment: (a) in respect of pension; or (b) for time not spent on an Assignment whether as a result of illness, holiday (including public holidays) or any other reason.

Under the Working Time Regulations 1998, you may qualify for paid holiday. This holiday year will be the 12 month period starting with your first day of work. Holiday entitlement accrues at an even rate throughout the holiday year. You should try to take your holiday entitlement within the holiday year. As an exception benefit to you, if you have any holiday entitlement left at the end of any holiday year, you may take that holiday within the first 6 weeks of the next holiday year. After that first 6 weeks in the new holiday year, unused earned holiday from the previous holiday year will be lost with no right to pay compensation.

You may only take paid holiday to the extent that you have accrued it by your period of continuous work. If you wish to take paid holiday, you must give four weeks written notice of the proposed holiday dates to the Company. The Company may refuse a request for specific holiday dates at any time up to two weeks before the first date to which the request relates. The Company may require you to take part or all of any paid holiday entitlement by giving you not less than two weeks notice.

Unless specifically agreed in writing with the Company in advance of an Assignment, neither the Company nor the Client shall be responsible for (a) any arrangements for or costs of travel or accommodation for you in connection with a Assignment; or (b) the reimbursement of expenses incurred by you in connection with an Assignment.

# Terms Of Engagement

## Term of Contract For Employer

While engaged on any Assignment, you must:

Co-operate with the Client and its employees and other workers and accept the direction, supervision and instruction of any responsible person in the Client's organization;

Observe any rules and regulations of the Client's workplace to which your attention has been drawn or which you might reasonably be expected to anticipate or find out:

Conform to the normal hours of work for the Client's workplace (unless arrangements have been made in advance to the contrary with both the Company and the Client);

take all reasonable steps while working for the Client to safeguard your own safety and the safety of any others who may be present or affected by your actions during the Assignment and comply with the Health and Safety policy of the Client;

not engage in any conduct detrimental to the interests of the Client.

During any assignment, you shall be under the direction and control of the Client from the time you report at the start of any Assignment until its conclusion. You understand in accepting an Assignment under these Terms, that the Company has no obligation to provide any other benefit nor does it have any obligation to provide insurance in respect of the Assignment nor any workplace supervision in connection with it. You will indemnify the Company and keep it indemnified against the costs and financial consequences of and occasioned by any and all claims against the Company arising out of any act or omission by you in connection with an Assignment.

The Client shall be responsible for all acts, errors and omissions on your part, whether wilful, negligent or otherwise, as though you were an employee of the Client, and the Client will in relation to you in all respects comply with statutes, bye-laws, codes of practice and legal requirements to which the Client is ordinarily subject in respect of the client's own employees including in particular the provision of adequate Employer's and Public Liability insurance cover.

You shall not use any motor vehicle or any mechanised equipment in connection with any Assignment unless proper insurance cover is in force for such use. You shall indemnify and keep indemnified the Company against loss or liability incurred directly or indirectly by the Company arising out of any such use.

You shall provide all tools and equipment necessary for the Assignment. If, as a matter of convenience, the Company or a Client for the purpose of an Assignment provides you with any tools or equipment, you shall be responsible for the security and condition of such tools or equipment. If and to the extent that any tools or equipment are damaged or lost while in your care, you will be responsible for the cost of any necessary repairs or replacement. You will pay the Company an amount equivalent to any charge made to the Company by the Client on account of such loss or damage where the tools and/or equipment belong to the Client. The Company may if it wishes obtain part or all of such payment by making deductions from pay due to you under the Terms.

Depending on the amount of time worked on an Assignment on any day, you may be entitled to a rest break from work. The Client and not the Company will be in control of working arrangements for an Assignment. The Company therefore expects the Client to provide appropriate rest breaks. If you consider that proper rest breaks are not being provided, you should raise the matter with the Company promptly.

Sometimes you may be classed as a night worker. If you are in any doubt as to your status, you should ask your contact at the Company. If you are a night worker, you should fill out a health-screening questionnaire. You can get a copy of it from your Company contact. If your health changes after you have filled out a questionnaire, you should ask for and fill out a further questionnaire.

If for any reason the Client changes your working hours you must inform the Company immediately.

If during any week of an Assignment, you are doing work (or receiving work-related training) for any person, firm, company or organisation other than the Company, you must inform the company of the nature of the work or training and of its duration in the relevant week

You will not at any time divulge to any person, nor use for your own or any other person's benefit, any confidential information in relation to the Client or the Company or in relation to any of their employees, business affairs, transactions or finances which you may acquire during the currency of your agreement with the Company under the Terms.

No variation to the Terms shall be binding upon the Company unless the variation is in writing and signed by a director of the Company.

The Company operates an equal opportunities policy governing its dealings with workers. Copies of the policy are available from the Company's registered office on written request.

The agreement between the Company and you shall be subject to and interpreted in accordance with English law and the Company and you submit to the non – exclusive jurisdiction of the Courts of England.

# Candidate Checklist

**PLEASE ENSURE WHEN SENDING BACK YOUR FORMS YOU  
INCLUDE THE FOLLOWING:**

- **Copy of your passport or photo card driving license**
- **Proof of address**
- **P45 / P46**
- **Any written references**
- **Make sure you have filled in all the papers correctly**
- **If you are CRB cleared please send a copy**
- **Copy of Health and Hygiene Certificate**
- **Copy of any qualifications**
- **Copy of work permit if applicable**

**Many Thanks**