

Please can you bring the following documents to your interview.

- Bank statement or Domestic bill with your current name and address
- UK Passport or UK birth certificate that must state parents name on it **OR** International Passport with relevant work permit stamp if necessary.
- Proof of National Insurance.

If successful we will require a £10 deposit for our uniform, company logo tabard. £10 will be credited back to you when the tabard is returned.

At the end of each week you be required to send us a timesheet or email detailing the clients and hours worked.

Application Form

Name	
Address	
Date of Birth	
Mobile Number	
Home Number	
Email Address	
Nationality	
Marital Status	
National Insurance Number	
Next of Kin	
Driver: Do you drive & own a car	
Do you hold a CRB	

Personal Details

Cleaning jobs you will not undertake
How will you travel to work

Distance you will travel to work
Are you happy to iron as well as clean
How many hours can you work
What days are you available
Have you worked for any agencies, if so who were they

Employment Details

Current Employer (or most recent)

Company Name _____
Address _____
Contact _____
Position held _____
Telephone Number _____

Previous Employer

Company Name _____
Address _____
Contact _____
Position held _____
Telephone Number _____

Employment References

Please provide below 2 references from companies that you have worked for that we can contact including company name, address, contact, position held and telephone number.

Company Name _____
Address _____
Contact _____
Telephone Number _____

Company Name _____
Address _____
Contact _____

Telephone Number _____

*****PLEASE READ THE FOLLOWING CONTRACT AND SIGN AT THE BOTTOM*****

A. CONTRACT FOR SERVICES FOR SELF EMPLOYED CLEANERS (TERMS OF ENGAGEMENT)

1. DEFINITIONS

1.1. In these Terms of Engagement the following definitions apply: –

“Assignment”	means the period during which the Cleaner is supplied to render services to the Client;
“Client”	means the person, firm or corporate body requiring the services of the Cleaner together with any subsidiary or associated company as defined by the Companies Act 1985;
“Employment Business”	means <i>Harley James Resourcing Limited</i> .
“Cleaner”	self employed Cleaner

1.2. Unless the context otherwise requires, references to the singular include the plural.

1.3. The headings contained in these Terms are for convenience only and do not affect their interpretation.

2. THE CONTRACT

- 2.1. These Terms constitute a contract for services between the Employment Business and the Cleaner and they govern all Assignments undertaken by the Cleaner. However, no contract shall exist between the Employment Business and the Cleaner 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 Cleaner. The Cleaner is engaged as a self-employed worker.
- 2.3 No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Employment Business and the Cleaner and set out in writing and a copy of the varied terms is given to the Cleaner stating the date on or after which such varied terms shall apply.

3. ASSIGNMENTS

- 3.1 The Employment Business will endeavour to obtain suitable Assignments for the Cleaner. Cleaner shall not be obliged to accept an Assignment offered by the Employment Business.
- 3.2 The Cleaner acknowledges that the nature of temporary work means that there may be periods when no suitable work is available and agrees: that the suitability of the work to be offered shall be determined solely by the Employment Business; that the Employment Business shall incur no liability to the Cleaner should it fail to offer opportunities to work in the above category or in any other category; and that no contract shall exist between the Cleaner and the Employment Business during periods when the Cleaner is not working on an Assignment.
- 3.3 At the same time as an Assignment is offered to the Cleaner the Employment Business shall inform the Cleaner of the identity of the Client, and if applicable the nature of their business; the date the work is to commence and the duration or likely duration of the work; the type of work, location and hours during which the Cleaner would be required to work; the rate of remuneration that will be

paid and any expenses payable by or to the Cleaner; and any risks to health and safety known to the Client in relation to the Assignment and the steps the Client has taken to prevent or control such risks. In addition the Employment Business shall inform the Cleaner what experience, training, qualifications and any authorisation required by law or a professional body the Client considers necessary or which are required by law to work in the Assignment.

- 3.4 Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any public or Bank holiday) following save where the Cleaner is being offered an Assignment in the same position as one in which the Cleaner had previously been supplied within the previous five business days and such information has already been given to the Cleaner.
- 3.5 For the purpose of calculating the average number of weekly hours worked by the Cleaner on an Assignment, the start date for the relevant averaging period under the Working Time Regulations shall be the date on which the Cleaner commences the first Assignment.
- 3.6 If, before the first Assignment, during the course of an Assignment or within the Relevant Period the Client wishes to employ the Cleaner direct or through another employment business, the Cleaner acknowledges that the Employment Business will be entitled either to charge the Client a fee or to agree an extension of the hiring period with the Client at the end of which the Cleaner may be engaged directly by the Client or through another employment business without further charge to the Client. In addition the Employment Business will be entitled to charge a fee to the Client if the Client introduces the Cleaner to a third party who subsequently engages the Cleaner within the Relevant Period.

4 REMUNERATION

- 4.1 Domestic - The Client shall pay the Cleaner at a rate of £7 per hour before each assignment. For commercial non domestic cleaning contracts you will be paid through our PAYE system as a permanent employee.

5 STATUTORY LEAVE

- 5.1 Where a Cleaner wishes to take unpaid leave during the course of an assignment s/he should notify the Employment Business of the dates of his/her intended absence giving notice of at least twice the length of the period of leave that s/he wishes to take. In certain circumstances the Employment Business may give counter-notice to the Cleaner to postpone or reduce the amount of leave that the Cleaner wishes to take and in such circumstances the Employment Business will inform the Cleaner in writing giving at least the same length of notice as the period of leave that has been requested.

6 CONDUCT OF ASSIGNMENTS

- 6.1 The Cleaner is not obliged to accept any Assignment offered by the Employment Business but if s/he does so, during every Assignment and afterwards where appropriate, s/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 Cleaner might reasonably be expected to ascertain;
 - c) Take all reasonable steps to safeguard his or her own health and safety and that of any other person who may be present or be affected by his or her 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 or her 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.

6.2 If the Cleaner is unable for any reason to attend work during the course of an Assignment s/he should inform the Client and/or the Employment Business within one hour of the commencement of the Assignment or shift.

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

7 TERMINATION

7.1 The Employment Business or the Client may terminate the Cleaner's Assignment at any time without prior notice or liability.

7.2 The Cleaner may terminate an Assignment at any time without prior notice or liability.

7.3 If the Cleaner does not inform the Client or the Employment Business [in accordance with clause 6.2] should they be unable to attend work during the course of an assignment this will be treated as termination of the assignment by the Cleaner in accordance with clause 7.2 unless the Cleaner can show that exceptional circumstances prevented him or her from complying with clause 6.2.

7.4 If the Cleaner is absent during the course of an assignment and the contract has not been otherwise terminated under clauses 7.1, 7.2 or 7.3 above the employment business will be entitled to terminate the contract in accordance with clause 7.1 if the work to which the absent worker was assigned is no longer available for the Cleaner.

8 LAW

8.1 These Terms are governed by the law of England & Wales/Scotland/ Northern Ireland and are subject to the exclusive jurisdiction of the Courts of England & Wales/Scotland/Northern Ireland

Declaration

Harley James Resourcing does not accept any responsibility for any expense, loss of earnings, injury, or damage that has resulted by the introduced cleaner.

Data Protection Act

Harley James Resourcing Ltd fully complies with the Data Protection Act 1998. All details will be stored on a computerised database for the use of Harley James Resourcing only.

"I confirm that the details given on this application form are true and correct to the best of my knowledge, and I accept the terms and conditions detailed in this document."

Name (print): _____ Signature: _____ Date: _____