

Candidate Pack Check List

Date of Registration:.....

Consent Signed: Yes / No

Reference Obtained: Yes / No

Contract Signed: Yes / No

48 Hour Opt Out: Yes / No

Timesheet Declaration Signed: Yes / No

Perm Consultant:.....

| |
|---|
| Name: |
| Address: |
| Telephone number: |
| Email address: |
| Eligibility: Passport received: Yes / No Birth certificate: Yes / No |
| National Insurance: |
| Unspent criminal convictions: Yes / No |
| Disability: Yes / No |
| Current Job Title: Desired Job Title: Current salary: Expected salary: Car driver: Yes / No Preferred Locations: |
| Holidays Booked: |

Audit Checked:..... Date:



ADDITIONAL DOCUMENT E - 48 HOUR OPT OUT AGREEMENT

The law states that you can't work more than 48 hours a week on average - normally [averaged over 17 weeks](#). This law is sometimes called the 'working time directive' or 'working time regulations'.

You can choose to work more by [opting out](#) of the 48-hour week. If you wish to opt out, please complete the below form.

1. DEFINITIONS

1.1. In this Agreement the following definitions apply:

| | |
|------------------------------|---|
| "Agency Worker" | means <u>name of agency temporary worker</u> . |
| "Assignment" | means the period during which the Agency Worker is supplied to provide services to the Client; |
| "Client" | means the person, firm or corporate body using the services of the Agency Worker; |
| "Employment Business" | means Cantello Tayer Recruitment Limited, (registered company no. 7524257) of 59-60 Thames Street, Windsor, Berkshire, SL4 1TX; and |
| "Working Week" | means an average of 48 hours each week calculated over a 17week reference period. |

1.2. References to the singular include the plural and references to the masculine include the feminine and vice versa.

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

2. RESTRICTION

The Working Time Regulations 1998 provide that the Agency Worker shall not work on an Assignment with the Client in excess of the Working Week unless s/he agrees in writing that this limit should not apply.

3. CONSENT

The Agency Worker hereby agrees that the Working Week limit shall not apply to the Assignment.

4. WITHDRAWAL OF CONSENT

4.1. The Agency Worker may end this Agreement by giving the Employment Business 1 week notice in writing.

4.2. For the avoidance of doubt, any notice bringing this Agreement to an end shall not be construed as termination by the Agency Worker of an Assignment with a Client.

4.3. Upon the expiry of the notice period set out in clause 4.1 the Working Week limit shall apply with immediate effect.

5. THE LAW

This Agreement is governed by the law of England & Wales and is subject to the exclusive jurisdiction of the Courts of England & Wales.

Signed by Candidate:.....

Date:.....



cantellotayler
recruitment

Bank Details

First name..... **Surname**.....

Bank Name:

Address:.....

.....

.....

.....

Account Name:.....

Account Number:

Sort Code:

National Insurance Number:

Ltd Company Details

.....

.....

.....

Signature

Date.....

Cantello Taylor Recruitment Limited Candidate Consent Form

I hereby give my consent to Cantello Taylor Recruitment to process the following information:

Personal Data:

- Name
- Date of Birth
- Contact details, including telephone number, email address and postal address
- Experience, training and qualification
- CV
- National insurance number
- Bank details

Sensitive personal data

- Disability/health condition relevant to the role
- Criminal conviction

I consent to Cantello Taylor Recruitment processing the above personal data for the following purposes:

- For Cantello Taylor Recruitment to provide me with work-finding services.
- For Cantello Taylor Recruitment to process with or transfer personal data to their client/s in order to provide me with work-finding services.
- For Cantello Taylor Recruitment to process my data on a computerised database (Sugar CRM) in order to provide me with work-finding services.
- For Cantello Taylor Recruitment to process my data using automated decision-making processes.

The consent I give to Cantello Taylor Recruitment will last for 2 years.

I agree that CTR may contact me by telephone, email, SMS/text message, post, LinkedIn or any other appropriate form of communication for the purposes set out in this agreement.

I acknowledge that without my consent to process my personal data in this manner CTR are unable to assist me in my search for work. I hereby confirm that my personal data may be held and disclosed by CTR for the purposes and in the manner set out above.

I am aware that I have the right to withdraw my consent at any time by informing the Company that I wish to do so.

Name:

Signed:

Date:

Cantello Taylor Recruitment, 2018.

Reference Form

For you to work with us we'll need references from your previous employer, university, college or school that cover the last 2 years. If you've had any gaps between employment or education we'll also need a personal reference.

*Please make sure you complete this form using block capitals.

Personal info

| | | | |
|--------------|--|----------------|--|
| Name: | | Date of Birth: | |
| Maiden Name: | | NI Number: | |

Employment – Most recent first

| | | | |
|---------------|--|-----------------|--|
| Date Joined: | | Date left: | |
| Company Name: | | Your job title: | |
| Address: | | | |
| Postcode: | | Tel no. | |
| Email: | | | |
| Referee: | | Title: | |

| | | | |
|---------------|--|-----------------|--|
| Date Joined: | | Date left: | |
| Company Name: | | Your job title: | |
| Address: | | | |
| Postcode: | | Tel no. | |
| Email: | | | |
| Referee: | | Title: | |

Academic Reference

| | | | |
|-----------|--|-------------|--|
| Referee: | | Profession: | |
| Address: | | | |
| Postcode: | | Tel no. | |
| Email: | | | |

How long have you known this person?

What is your relationship to this person?

By signing this you consent to us contacting the referee by the information supplied.

Candidate signature:

Date:

Consultant signature:

Date:

Cantello Tayler Recruitment Privacy Policy

Cantello Tayler Recruitment Ltd is a recruitment business which provides work-finding services to its clients and work-seekers. Cantello Tayler Recruitment Ltd must process personal data (including sensitive personal data) so that it can provide these services – in doing so, Cantello Tayler Recruitment Ltd acts as a data controller.

You may give your personal details to Cantello Tayler Recruitment Ltd directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board. Cantello Tayler Recruitment Ltd must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

1. Collection and use of personal data

a. Purpose of processing and legal basis

Cantello Tayler Recruitment Ltd will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

In some cases we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

The legal bases we rely upon to offer these services to you are:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you

b. Legitimate interest

This is where Cantello Tayler Recruitment Ltd has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where Cantello Tayler Recruitment Ltd has relied on a legitimate interest to process your personal data our legitimate interests are as follows:

- Managing our database and keeping work-seeker records up to date;
- Contacting you to seek your consent where you need it;

- Providing work-finding services to the yourself, including sending your information to our clients where you have demonstrated an interest in doing that particular type of work but not expressly consented to us passing on your cv;
- Contacting you with information about similar products or services that they have used from you recently;
- Passing on your details to our payroll provider when appropriate.

c. Recipient/s of data

Cantello Tayler Recruitment Ltd will process your personal data and/or sensitive personal data with the following recipients:

- Clients that we introduce or supply individuals to.
- Your former or prospective new employers that we obtain or provide references to.
- The Recruitment and Employment Confederation.
- Any other third parties who carry out audits to ensure that we run our business correctly.
- Payroll service providers who manage payroll on our behalf
- Any umbrella companies where applicable
- Other recruitment agencies in the supply chain (e.g. master/neutral vendors and second tier suppliers);
- Our insurers
- Our legal advisers
- Social networks
- Our IT and CRM providers
- Any public information sources and third party organisations that we may use to carry out suitability checks on work-seekers e.g. Companies House, the Disclosure and Barring Service (DBS), National College for Teaching and Leadership (NCTL), Nursing and Midwifery Council (NMC), General Medical Council (GMC), DVLA, credit reference agencies
- Government, law enforcement agencies and other regulators e.g the Police, Home Office, HMRC, Employment Agencies Standards Inspectorate (EASI), Local Authority Designated Officers (LADOs), GLAA,
- Trade unions; and
- Any other organisations you ask us to share your data with. Please note that this is not an exhaustive list.

d. Statutory/contractual requirement

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are that we will be unable to provide work-seeking services for you.

Overseas Transfers [Optional]

Cantello Tayler Recruitment Ltd may transfer only the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding services. We will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

2. Data retention

Cantello Tayler Recruitment Ltd will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where Cantello Tayler Recruitment Ltd has obtained your consent to process your personal and sensitive personal data, we will do so in line with our retention policy (2 years). Upon expiry of that period Cantello Tayler Recruitment Ltd will seek further consent from you. Where consent is not granted Cantello Tayler Recruitment Ltd will cease to process your personal data and sensitive personal data.

3. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data Cantello Tayler Recruitment Ltd processes on you;
- The right of access to the personal data Cantello Tayler Recruitment Ltd processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to Cantello Tayler Recruitment Ltd processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting Charlie Cantello-Tayler, Director and Data Protection Officer, Cantello Tayler Recruitment. 01753 428000 charlie@cantellotayler.com

There may be circumstances where Cantello Tayler Recruitment Ltd will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that Cantello Tayler Recruitment Ltd processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.

4. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Charlie Cantello-Tayler, Director and Data Protection Officer, Cantello Tayler Recruitment. 01753 428000 charlie@cantellotayler.com

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.



Have you been happy with your experience?
Would you like to receive £50 – just by
talking to your friends, family or colleagues?

Recommend a friend or colleague to register with Cantello Tayler Recruitment, and if we find them either temporary or permanent work, you will receive £50!

To claim your reward all you need to do is send us your friend or colleague's details via email and when they are placed within a permanent role by us, or have completed 4 full weeks (35 hours min per week) of temporary work through us we will send you £50.

Employee statement

8 You need to select only one of the following statement A, B or C

- A This is my first job since 6 April and I've not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B This is now my only job but since 6 April I've had another job or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefits, I have another job or receive a State or Occupational Pension.
- C As well as my new job, I have another job or receive a State or Occupational Pension.
-

Student Loan

For more guidance about repaying go to www.gov.uk/repaying-your-student-loan

9 Do you have one of the Student Loan Plans described below which is not fully repaid

Yes If Yes, go to question 10

No If No, go to question 13

Student Loan Plans

You'll have a Plan 1 Student Loan if:

- You lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate)
- You lived in England or Wales and started your undergraduate course before 1 September 2012

You'll have a Plan 2 Student Loan if:

- You lived in England or Wales and started your undergraduate course on or after 1 September 2012
- Your loan is a Part time Maintenance Loan
- Your loan is an Advanced Learner Loan
- Your loan is a Postgraduate Healthcare Loan

10 What type of Student Loan do you have?

Plan 1 Plan 2 Both

11 Did you complete or leave your studies before 6th April?

Yes If Yes, go to question 12

No If No, go to question 13

12 Are you repaying your student loan directly to the Student Loans Company by Direct Debit?

Yes

No



What is expected of me as a Temporary worker representing Cantello Tayler Recruitment?

Availability: You will be required to keep in contact with us at least every two weeks to inform us of your availability to work over the coming weeks. This will enable us to contact you immediately once a suitable temporary booking becomes available.

If we do not receive contact from you over a 4 week period we will assume you are no longer available to temporary work and your P45 will be generated and sent to your stated home address

Dress Code: When working as a temporary worker, you are representing Cantello Tayler Recruitment. We therefore, would ask you to attend all temporary bookings in smart corporate dress (unless directed otherwise). This includes; appropriate shoes and no trainers.

Late or Feeling Poorly?: If you are assigned to a temporary booking or mid-way through a booking and are running late or feeling too poorly to attend work, please ensure you call the temporaries team at 8am.

Timesheets: It is your responsibility to ensure that your online timesheet is completed correctly and submitted and approved by 12.00pm on the following Monday of the week worked. Failure to submit the completed timesheet may result in a delayed payment.

Pension: You will be eligible for auto enrolment after three months employment at Cantello Tayler Recruitment. Should you wish to opt out of this scheme, please inform us in writing **BEFORE** your three month anniversary. Should you want to opt out after being enrolled, you will need to contact the pension provider directly.

Payslips: Our payroll company, Willow Pay Ltd, will contact you with your login information to access your payslips online. They can be contacted on www.willowpay.co.uk

I agree to all the above and take full responsibility for communication regarding the above clauses.

Signed

Date

We look forward on building a great partnership!

Esther Ward

01753 428000

Esther@cantellotayler.com



Reference Consent Form

I hereby give consent to Cantello Tayler Recruitment to approach you for the purpose of obtaining a current or previous employment reference.

I am aware that Cantello Tayler Recruitment may supply my date of birth and National Insurance number for the purpose of obtaining a reference

Candidate Name
Candidate Signature
Date

Temporary Worker Holiday Request Form

Temporary Employee:.....

Client:.....

Week Commencing date:.....

| Workday | Date | Number of hours requested |
|---|------|---------------------------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |
| Total number of hours days/hours requested as holiday: | | |

Please ensure your holiday request is completed and returned to us the week before your holiday request commences. This will also need to be approved and signed by your booking line manager. You will receive payment in to the bank details provided by you on a Friday.

Please note failure to meet this deadline may result in a delayed payment.

Please send/scan all completed timesheets via email to Esther Ward on the below email addresses.

Esther@cantellotayler.com

Please do not hesitate in contacting me should you have any questions or queries.

Signed by Temporary Employee.....

Print Name:.....

Date:.....

Signed by Client:.....

Print Name:..... Date:.....

These signatures confirm that the work is complete and the client is satisfied. Willow Pay, on behalf of Cantello Tayler Recruitment Ltd, will only pay the invoice once the timesheet has both signatures.