

THORN BAKER REQUEST FOR INFORMATION DOCUMENT

WORKERS PROVIDING SERVICES VIA AN INTERMEDIARY

This document applies to you as your services are being supplied to Thorn Baker via an intermediary company of your choice.

Please note that at all times during an assignment and between assignments which Thorn Baker may have supplied to your intermediary, you will not be employed by Thorn Baker and will remain at all times a worker of the intermediary company. The intermediary company will remain at all times liable for your payments and any relevant deductions such as tax and National Insurance.

Please take your time to complete this form in full and if possible, provide copies of any certificates and/or a CV.

Our effectiveness in providing your intermediary company with suitable roles which they may assign to you is greatly improved by the quality of the information you provide. To aid you through the registration process we have provided guideline notes where appropriate. The information required in this document will be treated in the strictest confidence and in accordance with applicable data protection laws.

Please provide us with your personal details, work history, skills, qualifications and references. Payments cannot be made until the information requested is provided.

You can view our Privacy Policy on our website: thornbaker.co.uk/about/group-policies

BIRMINGHAM

23a Colmore Row
Birmingham, B3 2BS

T: 0121 633 8000

F: 0121 633 9000

E: birmingham@thornbaker.co.uk

BRISTOL

1st Floor
53-55 Queen Charlotte Street
Bristol, BS1 4HQ

T: 0117 203 3444

F: 0117 239 3669

E: bristol@thornbaker.co.uk

CHESTERFIELD

6 Falcon Yard
Chesterfield
Derbyshire, S40 1PF

T: 01246 229 222

F: 01246 229 333

E: chesterfield@thornbaker.co.uk

LEEDS

13-14 South Parade
Leeds, LS1 5QS

T: 0113 2444 111

F: 0113 2445 444

E: leeds@thornbaker.co.uk

LEICESTER

1C Mostyn Street
Leicester, LE3 6DT

T: 0116 429 3102

E: leicester@thornbaker.co.uk

LONDON

3 Lloyd's Avenue
London, EC3N 3DS

T: 0203 036 0542

F: 0203 036 0607

E: london@thornbaker.co.uk

MANCHESTER

3 Hardman Square
Spinningfields
Manchester, M3 3EB

T: 0161 833 4411

F: 0161 833 4114

E: manchester@thornbaker.co.uk

NOTTINGHAM (HEAD OFFICE)

4th Floor, The Hub
40 Friar Lane
Nottingham, NG1 6DQ

INDUSTRIAL: 0115 947 2005

EFM: 0844 406 0086

F: 0115 947 0656

E: nottingham@thornbaker.co.uk

GUIDANCE NOTES

We need this basic information to make sure we can communicate correctly with you and your intermediary company and understand the type of assignment you are looking for.

This information may be disclosed to hirers, your payroll intermediary company and/or any other third party to whom we are required by law to disclose it.

Please also indicate the range of payments you are seeking. Flexibility is important as you will only be offered temporary assignments within this range.

It is very rare, but on occasions we are asked by our hirers to contact someone on your behalf in the event of an emergency. We will only ever contact this person in these circumstances.

The rate you require to be paid must not be less than the National Minimum Wage, and if you are aged over 25, not less than the National Living Wage.

PERSONAL DETAILS

Please complete in INK using BLOCK CAPITALS

Title: Mr/Mrs/Miss/Ms/other:

Forename(s): Surname:

Address:

.....

.....

Post code: National Insurance Number:

Date of birth: / / Mobile:

Home tel: Email address:

Positions sought:

Preferred location:

Do you have a CV? Yes No

If Yes, have you emailed it to us or attached it? Emailed Attached

Salary/hourly rate required: Not less than the National Minimum Wage, or not less than the National Living Wage if you are aged over 25

Do you have a current driving license? Yes No

Do you have your own transport? Yes No

Method of transport Car Motorbike Bicycle

In case of an emergency, please provide details of someone to contact

Name: Number: Relationship:

CONVICTIONS

We need to ask you about unspent or pending convictions so that we can comply with specific legal obligations in relation to temporary placements. Please note that you will be required to sign a declaration that the information you provide on this form is accurate, truthful and up to date.

Have you any unspent or pending convictions under the Rehabilitation of Offenders Act 1974? Yes No

If you have ticked yes, please give details

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It may be necessary in some roles to obtain a Disclosure & Barring Service (formerly known as the Criminal Records Bureau) to check and validate information provided by you.

HEALTH & SAFETY

We need to ensure that we do not place you in a position or on an assignment where we could potentially compromise your health & safety. We need this information so we can match you against any qualifications specifically required for a particular position. We will not use this information for any other purpose.

Do you have any medical condition or disability which could render an assignment unsuitable? Yes No

If you have ticked yes, please give details

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GUIDANCE NOTES

Please provide as much information as possible. Be as specific as you can as to what subjects you studied and the results obtained. This will enable Thorn Baker to ensure the best possible match between your qualifications and potential assignments which we may have.

These help to further match your skills with opportunities. Please provide copies of any relevant certificates with this application form.

PROFESSIONAL QUALIFICATIONS AND EDUCATION

We need this information so we can match you against any qualifications specifically required for a particular position. We will not use this information for any other purpose.

Secondary education

From/To	Name of school(s)	Examination results/Qualifications obtained
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.....
.....
.....

Further education

From/To	College/ University	Examination results/Qualifications obtained
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.....
.....
.....

Vocational qualifications, e.g NVQ, RSA, Apprenticeships, City & Guilds (Please provide full details)

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Skills cards, eg. CSCS/CPCS, JIB, Gas Safe, First Aid, SIA, RTITB. (Please provide full details including type of card, registration number and expiry date)

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.....
.....

TESTIMONIALS & REFERENCES

Name:
Position:
Company:
Address:

Email Address:
Telephone number:

Name:
Position:
Company:
Address:

Email Address:
Telephone number:

GUIDANCE NOTES

We work to the highest possible standards. Legislation and the REC Code of Conduct require that we take a minimum of two satisfactory references. We also need to ensure that we comply with the requirements of the 2010 Agency Workers Regulations.

In practice, this means we need as much information about your previous work history as possible to enhance our ability to find you suitable work.

Please complete the adjacent page, continuing on page 9 if necessary, to ensure we have details of your last two year's work history as a minimum.

Pay particular attention to the detail provided on your most recent jobs, especially any temporary agency assignments you have attended in the last 3 months.

When taking a reference we send out a standard form that asks only for basic information. Your ability to demonstrate that you can provide a checkable work history increases the likelihood that we will be able to find suitable assignments or positions for you.

WORK HISTORY

Please provide as much detail as possible of your last 6 jobs or a minimum of 2 years work history including any temporary assignments. Please list your most recent roles first.

Date from: ____ / ____ / ____ Date to: ____ / ____ / ____ Company name: _____

If the role was through an agency please provide details here:

Name of agency: _____

Contact details: _____

Address: _____

Job title & responsibilities: _____

Salary/hourly rate: _____ Person you reported to: _____

Title of contact: _____ Telephone: _____

Email: _____

Reasons for leaving: _____

What did you enjoy most? _____

What did you enjoy least? _____

Please provide as much detail as possible of your last 6 jobs or a minimum of 2 years work history including any temporary assignments. Please list your most recent roles first.

Date from: ____ / ____ / ____ Date to: ____ / ____ / ____ Company name: _____

If the role was through an agency please provide details here:

Name of agency: _____

Contact details: _____

Address: _____

Job title & responsibilities: _____

Salary/hourly rate: _____ Person you reported to: _____

Title of contact: _____ Telephone: _____

Email: _____

Reasons for leaving: _____

What did you enjoy most? _____

What did you enjoy least? _____

WORK HISTORY CONTINUED

Please provide as much detail as possible of your last 6 jobs or a minimum of 2 years work history including any temporary assignments. Please list your most recent roles first.

Date from: ____ / ____ / ____ Date to: ____ / ____ / ____ Company name: _____

If the role was through an agency please provide details here:

Name of agency: _____

Contact details: _____

Address: _____

Job title & responsibilities: _____

Salary/hourly rate: _____ Person you reported to: _____

Title of contact: _____ Telephone: _____

Email: _____ Reasons for leaving: _____

What did you enjoy most? _____

What did you enjoy least? _____

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Date from: ____ / ____ / ____ Date to: ____ / ____ / ____ Company name: _____

If the role was through an agency please provide details here:

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Contact details: _____

Address: _____

Job title & responsibilities: _____

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Email: _____ Reasons for leaving: _____

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Date from: ___ / ___ / ___ Date to: ___ / ___ / ___ Company name: _____

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Name of agency: _____

Contact details: _____

Address: _____

Job title & responsibilities: _____

Salary/hourly rate: _____ Person you reported to: _____

Title of contact: _____ Telephone: _____

Email: _____ Reasons for leaving: _____

What did you enjoy most? _____

What did you enjoy least? _____

GUIDANCE NOTES

We cannot offer our services unless the declaration is signed. This demonstrates the integrity of the information you have provided.

DECLARATION

I acknowledge and agree that my working relationship with Thorn Baker Ltd is not that of an employer/employee and that neither this nor any other document between me and Thorn Baker constitutes an employment contract. I am not obliged to accept or perform work which is passed to me by Thorn Baker and similarly there is no duty on Thorn Baker to provide work to me; as such there is no mutuality of obligation between me and Thorn Baker. I further acknowledge and agree that my relationship with Thorn Baker does not confer any employment rights on me including the right to issue proceedings against Thorn Baker in an Employment Tribunal.

I undertake to inform Thorn Baker and the intermediary company of any weeks between 1st October 2011 and the date of commencement of any assignment and during each assignment (if appropriate) in which I have worked in the same or similar role for the hirer via any intermediary, agency or third party company.

I hereby indemnify Thorn Baker for and in respect of any income tax, national insurance and social security contributions and any other liability, deduction, contribution, assessment or claims arising from or made in connection with my performance of any assignments passed to me and the intermediary company by Thorn Baker.

Signed:

Date: / /

PAYMENT OPTIONS

Our website is regularly updated to provide details of the various intermediary companies that are approved by Thorn Baker Ltd. These companies offer a variety of payment options. Please note that the method of payment is your decision and we do not provide financial advice or provide any refunds for any fees you incur.

www.thornbakerconstruction.co.uk/candidates/candidates-toolbox

GUIDANCE NOTES

This section is for use by Thorn Baker staff to confirm that they have checked your application and that you have completed it to the required standard. When that has been confirmed a copy of this form and your documents are electronically scanned. Any original documentation will be returned to you.

FOR OFFICE USE ONLY

Branch: Division:

Date: .. / .. / ..

Candidate name: D.O.B.: .. / .. / ..

Personal details

Convictions

H&S

Professional qualifications and education

Work history

Declaration

-
-
-
-
-
-

Ready for scanning/Adapt input - Declaration by Thorn Baker representative

I hereby confirm that the candidate has signed the declaration and I also confirm that all documents retained by Thorn Baker together are attached ready for scanning.

Name of Thorn Baker representative (Block capitals):

Division: Branch:

Signed:

Date: .. / .. / ..



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