

THORN BAKER REQUEST FOR INFORMATION DOCUMENT

WORKERS PROVIDING SERVICES VIA THEIR OWN LIMITED COMPANY

This document applies to you as your services are being supplied to Thorn Baker via your own Limited Company.

Please take your time to complete this form in full and please provide copies of the documents where requested.

The information provided by you on this document will be treated in the strictest confidence and in line with the requirements of the Data Protection Act 1998.

Please provide us with all the information requested on the following pages. Payments cannot be made until we have all the information requested.

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

LIMITED COMPANY INFORMATION

Please complete in INK using BLOCK CAPITALS

Name of Limited Company:

Company Reg. Number: Date of Incorporation:

Registered office address:.....

.....

.....

UTR Number:

Name of Directors/Shareholders:

.....

.....

.....

Business Bank Account Details*:

Bank Name:

Account Name:

Sort Code: Account Number:.....

***Please note that we can only pay into a business bank account registered in the name of the Limited Company.**

VAT Registered: YES NO

VAT Registration Number (if applicable):

Insurance Details (Please forward copies)

Employers Liability:

Policy No:..... Limit: Expiry date:

Public Liability:

Policy No:..... Limit: Expiry date:

Professional Indemnity:

Policy No:..... Limit: Expiry date:

SELF-BILLING AGREEMENT

Thorn Baker Limited operates self billing.

We will:

- 1) Issue self bill invoices for all supplies made to us under any assignment.
- 2) Complete Self Billed invoices showing your company name, address and VAT registration number and other necessary details to constitute a full VAT invoice.
- 3) This self bill agreement will apply to any VAT registration number held by.....
.....(Insert Limited Company Name)
- 4) We will inform you if the issue of self billed invoices is outsourced to a third party.

You agree that:

- 1) You accept invoices raised by us on your behalf for any assignment undertaken.
- 2) You will not raise VAT invoices relating to the supplies covered under this agreement
- 3) You will notify us immediately if you:
 - i) Change your VAT registration number
 - ii) Cease to be VAT registered
 - iii) Sell you business or part of your business

Please tick to agree

PERSONAL DETAILS OF WORKER SUPPLIED VIA THIS LIMITED COMPANY

Title: Mr/Mrs/Miss/Ms/other: Forename(s):

Surname: NI Number:

Address:

.....

..... Post code:

Date of birth: Mobile:

Home tel: Email:

Positions sought: Preferred Location:

Do you have a CV? Yes No

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

Rate required:

Do you have a current driving license? Yes No

Do you have your own transport? Yes No

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

Name: Number: Relationship:

CONVICTIONS

Have you any unspent or pending convictions under the Rehabilitation of Offenders Act 1974?

Yes No

If you ticked yes, please provide details

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It may be necessary for some roles to obtain a Criminal Record Bureau Disclosure 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. Do you have any medical condition or disability which could render an assignment unsuitable.

If yes, please provide details

Yes No

.....
.....

PROFESSIONAL QUALIFICATIONS AND EDUCATION

Secondary Education

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

Further Education

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

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

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.....

Skills cards, e.g. 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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.....

WORK HISTORY

Please provide as much detail as possible of your last 3 jobs or a minimum of 2 years work history including any temporary assignments. Additional sheets may be used.

Date from:/...../..... Date to:/...../..... Company Name:
Address:
Job title & responsibilities:
.....
..... Salary/Rate:
Person you reported to: Title of contact:
Telephone: Email:
Reasons for leaving:
What did you enjoy most?
What did you enjoy least?
If the role was through an agency please provide details here:
Name of agency:
Contact details:

Date from:/...../..... Date to:/...../..... Company Name:
Address:
Job title & responsibilities:
.....
..... Salary/Rate:
Person you reported to: Title of contact:
Telephone: Email:
Reasons for leaving:
What did you enjoy most?
What did you enjoy least?
If the role was through an agency please provide details here:
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Date from:/...../..... Date to:/...../..... Company Name:
Address:
Job title & responsibilities:
.....
..... Salary/Rate:
Person you reported to: Title of contact:
Telephone: Email:
Reasons for leaving:
What did you enjoy most?
What did you enjoy least?
If the role was through an agency please provide details here:
Name of agency:
Contact details:

DECLARATION

I acknowledge and agree that any worker supplied by.....
(Insert Limited Company Name), the Hired Company, will be under the control of the Hired Company and will not be an employee of Thorn Baker or under any contract personally. There is no obligation for the Hired Company to accept or perform work which is passed by Thorn Baker; as such there is no contractual obligation or duty on Thorn Baker to provide any work to the Hired Company or any of their engaged workers.

I acknowledge that this contractual agreement is between the Hired Company and Thorn Baker and as such, no employment rights are conferred to any worker who carries out any work under any assignment offered to the Hired Company, including the right to issue proceedings against Thorn Baker in an Employment Tribunal. I indemnify Thorn Baker against any and all costs that may be associated with any attempt of such action.

I undertake to inform Thorn Baker of any weeks between 1st October 2011 and the date of commencement of any assignment and during each assignment (if appropriate) in which any worker engaged via the Hired Company has worked in a 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 any worker engaged via the Hired Company in any assignment passed to the Hired Company by Thorn Baker.

I agree that the Hired Company will provide information to Thorn Baker about how payments to any worker engaged via the Hired Company are treated in respect of tax and national insurance to meet HMRC intermediary reporting requirements.

I confirm that the information provided on this form together with any documents provided to Thorn Baker are accurate, truthful and up to date. I confirm I am an appointed Company Director and authorised to enter into this agreement.

Name:

Signature:

Date:



THORN BAKER
GROUP

THORN BAKER
CONSTRUCTION

THORN BAKER
INDUSTRIAL
RECRUITMENT

THORN BAKER
ESTATES
FACILITIES
MAINTENANCE