

PERMISSION TO FORWARD PERSONAL DETAILS

Name: _____

Address: _____

Date: _____

To whom it may concern:

I hereby authorise and request that WorkWise Personnel Ltd forward my personal details and/or my CV to any 3rd party client, which may result in me securing either temporary or permanent employment. I give full authorisation to include this process in me gaining future career development.

Signature: _____

Signed on behalf of WorkWise Personnel Ltd: _____

WORKING TIME REGULATIONS 48 OPT OUT AGREEMENT

According to The Working Time Regulations 1998, an employee cannot be required to work for more than 48 hours per week, unless she/he signs an individual opt-out agreement, agreeing that this limit will not apply to him/her. From time to time, some of our employees do work more than an average 48 hours a week, indeed many of you enjoy the benefits of overtime payments when you do so. The company believes that it's established working hours suits both its employees and the Company's business needs well.

If you would like to continue to work more than 48 hours a week from time to time, when signing your contract of employment, this is in agreement with this law. The sole purpose of the agreement is to ensure that our current working practices comply with the law. There will be no change to your terms and conditions as a result.

If you have any concerns about this agreement, please discuss them with a WorkWise representative on signing your contract terms of engagement. I agree without hesitation and of my own free will to work any hours set in accordance with my Terms and Conditions of Engagement.

Signed _____ Print Name _____ Date _____

Have you ever been convicted of a criminal offence (which is not a spent conviction within the meaning of the Rehabilitation of Offenders Act 1974)? **Yes / No**

If yes, please give details _____

Have you anything pending with the Courts, which may result in a Criminal Conviction? _____

HEALTH & SAFETY TRAINING

Have you received Health & Safety Training?

Asbestos Awareness

Display Screen Equipment

Fire Awareness

Fire Warden

Food Handling

Hand Held Tools

Manual Handling Tools

Working at Heights

Other _____

PROTECTION OF DATA

WorkWise Personnel Limited is a responsible Recruitment Agency/Business, and we are committed to ensuring that your privacy is protected at all times.

Whenever you provide personal information, we will treat that information in accordance with this policy, we have legal obligations towards you in the way we deal with that data. We are pleased to inform you that any information which you provide to us will only be used within WorkWise Personnel Limited and it's affiliated service providers. It will never be supplied to anyone else without first obtaining your consent, unless we are required by law to disclose it.

Signature of Applicant _____

Date _____

The information gathered in this document is True and Correct.

Signature of Applicant _____

Date _____

This must be fully completed by WorkWise Recruitment Staff (OFFICE USE ONLY)

REFERENCES (Business and/or Personal)

Name and Address of Reference	Verbal	Written	Date Received	Comments

1.

Consultants Comments

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2.

Consultants Comments

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I confirm that I have completed all necessary paperwork to the individuals registration with WorkWise Personnel Ltd, in line with current employment legislation.

Signed _____

Print Name _____

Date _____

