

# Candidate Registration Form

## Personal Details

TITLE	MR <input type="checkbox"/>	MRS <input type="checkbox"/>	MISS	MS <input type="checkbox"/>	FORENAMES			
SURNAME					PREVIOUS SURNAME			
ADDRESS								
POSTCODE					EMAIL			
MOBILE NO.					HOME TEL NO.			
DATE OF BIRTH					NATIONALITY			
	YES <input type="checkbox"/>			NO <input type="checkbox"/>	CSCS CARD NO.			
CAR DRIVING LICENCE	YES <input type="checkbox"/>			NO <input type="checkbox"/>	OWN VEHICLE?	YES <input type="checkbox"/>		NO <input type="checkbox"/>
NATIONAL INS. NO.					WORK TIME DIRECTIVE	IN <input type="checkbox"/>	OPT	OUT <input type="checkbox"/>

**Work Permit: (please provide a copy of your permit if you tick YES)**

DO YOU NEED A WORK PERMIT TO WORK?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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**Work Permit: (please provide a copy of your permit if you tick YES)**

<b>DO YOU HAVE ANY CRIMINAL CONVICTIONS?</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>IF YES PLEASE GIVE DETAILS:</b>		

## Emergency Contact Details

<b>NEXT OF KIN NAME?</b>	<b>NEXT OF KIN TEL NO.</b>	<b>NO</b>
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**Payment:** (please select one of the following 3 payment methods)

### 1. PAYE

<b>BANK</b>	<b>ACCOUNT NAME</b>	
<b>SORTCODE</b>	<b>ACCOUNT NO.</b>	

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**Payment:** (please select one of the following 3 payment methods)

<p>a) This is my first job since 6th April and I have not been receiving Job Seekers Allowance, Incapacity Benefit or state pension</p>	
<p>b) This is now my only job but I have had another job or received Job Seekers Allowance, Incapacity Benefit or state pension</p>	

### 2. SELF EMPLOYED/ UMBRELLA / CIS:

<p>PAYMENT COMPANY</p>	<p>NO</p>
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### 3. OWN LIMITED COMPANY: (please also complete the previous bank details section)

<p>COMPANY NAME</p>		<p>COMPANYREG. NO.</p>	
<p>COMPANY UTR NO.</p>		<p>VATT NO.</p>	

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## Medical Questionnaire

Skin complaint, i.e. eczema, dermatitis	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Back or mobility issues	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Allergies, i.e. hay fever	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Prolonged sickness of 2 weeks or more	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Asthma or other respiratory issues	YES <input type="checkbox"/>	NO <input type="checkbox"/>	TB or other infectious diseases	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Diabetes	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Drug or alcohol related issues	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Arthritis	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Salmonella carrier	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Jaundice, hepatitis, blood disorders	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you currently on any medication	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Eye disorders	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you currently registered disabled	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Living outside Europe in the past 12 months	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Hearing difficulties	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Heart complaint	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Bowel issues, i.e. Typhoid, IBS, cholera	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Repetitive strain injury	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Depression, nervous breakdown or other mental health issues	YES <input type="checkbox"/>	NO <input type="checkbox"/>

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<b>Blackouts, fits, epilepsy, fainting, dizzy spells, migraines</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	<b>Have you ever been dismissed or refused work on health grounds</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>If you have answered yes to any of the above please give details:</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	<b>Prolonged sickness of 2 weeks or more</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>

## Candidate Code of Conduct

At Delton Contracts Services Ltd, we expect all candidates representing our business to uphold the highest standards of professionalism, reliability and conduct.

Compliance with this Code of Conduct forms a condition of your engagement with us.

### 1. Timekeeping

Candidates must arrive on site at the agreed start time, as confirmed by your Delton consultant or the Client.

You are expected to complete the full working shift unless otherwise agreed with the Site Manager. Punctuality and reliability are essential. Persistent lateness or unauthorised early departure may result in termination of your assignment.

### 2. Dress Code & Personal Protective Equipment (PPE)

All candidates must attend site with appropriate Personal Protective Equipment (PPE), including where required:

- Safety boots
- High-visibility clothing
- Hard hat
- Gloves and eye protection (where applicable)

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## Candidate Code of Conduct

Clothing must be suitable for the role and working environment.

Supervisory and professional staff are expected to present themselves in appropriate business attire. Failure to wear required PPE may result in refusal of entry to site.

### 3. Arrival on Site

On your first day of assignment, you must:

- Report to the designated site contact or office
- Complete any required induction
- Review site-specific health and safety procedures
- Understand sign-in / sign-out procedures
- Familiarise yourself with emergency and accident reporting processes

No work should commence before site induction has been completed where required.

### 4. Attendance & Communication

Once you have accepted an assignment, you are expected to attend as agreed.

If you are unable to attend work for any reason, you must inform:

- Your Delton Contracts consultant OR
- The designated out-of-hours contact number provided to you

Notification must be given before your scheduled start time wherever possible. Failure to communicate absence appropriately may result in cancellation of your assignment.

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## Candidate Code of Conduct

### 5. Compliance with Client Rules

**All candidates must:**

- Follow site or workplace rules and procedures
- Comply with health & safety policies
- Respect equal opportunities and anti-discrimination policies
- Conduct themselves professionally at all times

Any concerns or incidents should be reported immediately to the Client representative and your Delton consultant.

### 6. Health & Safety Responsibilities

You are required to take all reasonable steps to:

- Protect your own health and safety
- Protect colleagues and members of the public
- Comply with all relevant UK Health & Safety legislation

**If you supply your own tools or equipment, you must ensure they are:**

- Properly maintained
- Safe for use
- Fit for purpose

Unsafe practices may result in immediate removal from site.

### 7. Timesheets & Payment

**It is your responsibility to ensure that:**

- Your timesheet is completed accurately
- Hours worked are correctly recorded
- The timesheet is approved by the Client where required



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## Candidate Code of Conduct

Timesheets must be submitted by the stated deadline to ensure prompt payment. Late or incomplete submissions may delay payment.

### **Declaration**

I confirm that the information provided during registration is accurate and complete. I acknowledge that I have read, understood and agree to comply with the Delton Contracts Services Ltd Terms of Engagement and Code of Conduct.

**Signature** ..... **Dated**.... /.... /...

## Terms of Engagement - Contract for Services – Temporary Workers

**Temporary Workers Name:**.....

### **1. Definitions**

1.1 In these Terms the following definitions apply:

#### **“Assignment”**

The period during which the Temporary Worker is supplied by Delton Contracts Services Ltd to provide services to a Client.

#### **“Client”**

Any individual, firm, partnership, company or corporate body to whom the Temporary Worker is supplied, including any subsidiary or associated company as defined by the Companies Act 2006.

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## Terms of Engagement - Contract for Services – Temporary Workers

### **“Employment Business”**

Delton Contracts Services Ltd.

### **“Temporary Worker”**

The individual engaged by Delton Contracts Services Ltd under these Terms.

### **“Relevant Period”**

The longer of:

- 14 weeks from the first day on which the Temporary Worker worked for the Client; or
- 8 weeks from the day after the Temporary Worker was last supplied to the Client.

1.2 References to the singular include the plural and vice versa.

1.3 Headings are for convenience only and do not affect interpretation.

## **2. The Contract**

2.1. These Terms constitute a contract for services between Delton Contracts Services Ltd and the Temporary Worker and govern all Assignments undertaken.

No contract shall exist between Assignments.

2.2. Nothing in these Terms creates a contract of employment between Delton Contracts Services Ltd and the Temporary Worker.

The Temporary Worker is engaged as a self-employed worker or temporary worker (as agreed), and statutory deductions may be made where required by law.

2.3. No variation to these Terms shall be valid unless agreed in writing by both parties.

## **3. Assignments**

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## Terms of Engagement - Contract for Services – Temporary Workers

3.1. Delton Contracts Services Ltd will use reasonable endeavours to offer suitable Assignments. The Temporary Worker is not obliged to accept any Assignment offered.

3.2. The Temporary Worker acknowledges that temporary work may result in periods where no suitable Assignments are available. The Employment Business shall not be liable for failure to provide work.

3.3. Prior to commencement of an Assignment, the Temporary Worker will be informed of:

- The identity of the Client
- Nature of the work
- Start date and likely duration
- Location and working hours
- Rate of remuneration
- Any known health & safety risks
- Required qualifications, experience or authorisations

3.4. Where information is not confirmed in writing prior to the Assignment, it will be confirmed within three business days.

3.5. For Working Time Regulations purposes, the averaging period shall commence from the first Assignment.

3.6. If a Client engages the Temporary Worker directly (or via another agency) during the Relevant Period, Delton Contracts Services Ltd reserves the right to charge the Client a transfer or introduction fee in accordance with agreed client terms.

### 4. Remuneration

4.1. The Temporary Worker will be paid at the agreed hourly rate for each Assignment. Payment will be made weekly in arrears, subject to:

- PAYE (where applicable)
- National Insurance Contributions
- Any other lawful deductions

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## Terms of Engagement - Contract for Services – Temporary Workers

4.2. No payment shall be made for periods not worked unless required by law or agreed in writing.

### 5. Annual Leave

5.1. Holiday entitlement shall be in accordance with the Working Time Regulations 1998.

5.2. The statutory minimum entitlement is currently 5.6 weeks per leave year (pro-rata).

5.3. Leave must be taken within the leave year and cannot normally be carried forward unless required by law.

5.4. Holiday requests must be submitted with notice of at least twice the length of the requested leave period.

5.5. Holiday pay accrues in proportion to hours worked and will be calculated in accordance with statutory requirements.

### 6. Sickness Absence

6.1. Temporary Workers may qualify for Statutory Sick Pay (SSP) where statutory criteria are met.

6.2. Absence must be reported to both the Client and Delton Contracts Services Ltd as soon as possible and prior to the start time wherever practicable.

### 7. Timesheets

7.1. The Temporary Worker must submit an accurate timesheet each week (or at the end of the Assignment).

7.2 Timesheets must:

Accurately record hours worked

Be approved by the Client (where required)

Be submitted by the stated payroll deadline

7.3. Failure to submit an authorised timesheet may delay payment.

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## Terms of Engagement - Contract for Services – Temporary Workers

7.4. Working time excludes:

- Travel to and from site
- Lunch breaks
- Rest breaks
- Unless otherwise agreed.

### **8. Conduct During Assignments**

**During any Assignment the Temporary Worker shall:**

- Follow the Client's lawful instructions
- Comply with site and workplace rules
- Observe all health & safety requirements
- Maintain professional conduct
- Not disclose confidential information

Failure to comply may result in termination of the Assignment.

### **9. Termination**

9.1. An Assignment may be terminated at any time by the Client or Delton Contracts Services Ltd without prior notice.

9.2. The Temporary Worker may terminate an Assignment at any time.

9.3. Failure to attend work without proper notification may be treated as termination by the Temporary Worker.

9.4. If the Temporary Worker does not notify availability for work for a period of three weeks, Delton Contracts Services Ltd reserves the right to issue final payroll documentation.



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## Terms of Engagement - Contract for Services – Temporary Workers

### 10. Governing Law

These Terms are governed by the laws of England and Wales.

The parties submit to the exclusive jurisdiction of the Courts of England and Wales.

### Temporary Worker:

**Print Name**..... **Signature**

.....

**Dated** ..... /..... /.....