



## **Candidate Application Form**

### **Declaration:**

My signature on the front page of this application confirms that the information provided on this form and within my CV, if applicable, is both truthful and accurate. I have omitted no facts that could affect my future employment.

I understand that any engagement entered into is subject to documentary evidence of my right to work in the UK, verification of any professional qualifications and subject to satisfactory references, I consent to any sensitive or personal data, disclosed as part of my application, being used in connection with the search for work, subject to relevant Data Protection Legislation.

I will inform Kingdom Healthcare immediately of any circumstances that may affect my work, such as changes to health, subsequent pending prosecutions or convictions, which may arise whilst I am registered for permanent or temporary work.

I understand that Kingdom Healthcare has the right to request a DBS check where they consider it necessary and the details from this or any other police checks provided may be forwarded to a potential employer.

Date:

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Signature:

## **Applicant:**

Title (Mr, Mrs, Ms, other)

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Forename (s):

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Surname:

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Previous Surname:

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Address:

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Postcode:

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Telephone Number (Home):

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Telephone Number (Mobile):

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Email Address:

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Telephone Number (Work):

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Date of Birth:

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National Insurance Number:

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Once you have completed the form you will be asked to produce one or more 'specified documents' (e.g. a P60, UK or Europe Birth Certificate, Passport, Work Permit) confirming your eligibility to live and work in the UK in accordance with the Asylum and Immigration Act 1996 - Section 8.

Would you be able to produce such a document?

- Yes  
 No

Do you have a current driving license?

Yes

No

For what class of vehicle -

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No. of Penalty points (if any) endorsed on current driving license -

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Have you ever had your driving license revoked?

Yes

No

Your living Accommodation e.g. Owner, Occupier, Rented, Flat, Living with Parents etc?

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### **Bank Details:**

We prefer to pay by BACS. We need your Bank/Building Society Details for BACS Payments.

Card Holder Name:

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Sort Code:

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Account Number:

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Bank Name:

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### **References:**

Please note that for both temporary assistants and permanent positions we will need to obtain a minimum of two satisfactory references. Please provide details of a minimum of two recent referees we may approach. These references will help us find you suitable employment. We will not contact your current employer without your consent.

### **Reference:**

Title (Mr, Mrs, Ms, Other) :

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Forename (s):

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Surname:

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Position:

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Company Name and Address:

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Work Telephone Number:

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Mobile Number:

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### **The Disclosure and Barring Service (DBS)**

Have you ever been convicted of a criminal offence? (NB. The rehabilitation of Offenders Act 1974)

If yes, give details below -

- Yes  
 No
- 
- 

You may work within an Environment or establishment where you come into contact with children or other vulnerable groups, or your professional occupation may fall within certain expected categories where this is likely to apply, the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 requires us to ask you for additional information. A criminal check from the Criminal Records Bureau may be required when this type of work is sought. Do you have any previous convictions, whether or not they are 'spent' within the Act, including any cautions, reprimands, final warnings, bind-overs or any convictions from overseas?

- Yes  
 No
- 
- 

Do you hold a criminal record bureau disclosure or overseas police check carried out within the last 3 years? If yes, give details below.

- Yes
  - No
- 
- 

Do you hold any form of any current Security Clearance? If **YES**, give details below.

- Yes
- No

Date Granted:

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Expiry Date:

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Level of Clearance:

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Place of work when granted:

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**Leave:**

Do you have any holiday commitments in the next 12 months? (If yes, give dates)

- Yes
  - No
- 

Have you any Parental Leave Commitments? If yes, give details

- Yes
  - No
- 

Have you previously taken any parental leave? If yes, state period

- Yes

No

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How did you get to know about this job vacancy?

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Do you know anyone in our employment? (If yes, give names)

Yes

No

Name (s):

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**Health:**

General Practitioner Name:

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Address of the GP:

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Postcode:

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G.P Telephone Number:

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In the event of an emergency, please provide details of someone we should contact on your behalf.

Name:

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Address:

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Telephone:

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Mobile No:

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## **Occupational Health Assessment Medical History:**

Have you ever been tested or inoculated for any of the following? If yes, give details.

Varicella

- Yes  
 No

Details:

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Tuberculosis including BCG

- Yes  
 No

Details:

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Heaf, Mantoux or Tine

- Yes  
 No

Details:

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Back Injury / Back Problems / Back Pains

- Yes  
 No

Details:

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Rubella

- Yes  
 No

Details:

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Poliomyelitis

- Yes  
 No

Details:

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Hepatitis A

Yes

No

Details:

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Hepatitis B

Yes

No

Details:

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Hepatitis B Antibodies Date & Result

Yes

No

Details:

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HIV

Yes

No

Details:

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## **Registration Pack for all Candidates Temp and Perm**

### **Documents to be Retained by Kingdom Healthcare Consultant and emailed to Payroll:**

Checklist to be ticked by Kingdom Healthcare:

- Candidate Application Form together with Occupational Health Assessment (and relevant certificated re: education, qualifications, Ltd Companies etc)
- Copy of 48 hour opt out agreement PAYE workers only

I wish to avail of the ongoing mandatory training, immunisation, DBS and hygiene equipment service provided at a weekly deduction of eight pounds and ninety five pence. Please see attached opt out cost schedule for the costs which temporary workers will be responsible for in the event they decide to opt out.

- Yes
- No

I confirm that the Candidate Application Form together with the Occupational Health Assessment is completed correctly and I have read and understand the Kingdom Healthcare Introductory Letter, Staff Handbook, Health and Safety Policy, Immigration Policy, 48 Hour Opt out Agreement and Terms of Engagement and that a copy of all these documents as outlined below have been given to me.

Name of the Candidate (Block Capitals):

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Signature:

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Date (Will always be on or before the date a temp assignment or per job commences):

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### **Documents to be given to Candidate:**

- Introductory Letter and ID Badge
- Copy of Staff Handbook
- Copy of Health and Safety Policy
- Copy of Immigration Policy
- Copy of Terms of Engagement of PAYE Workers (Kingdom Healthcare Representative to give candidate whichever one is applicable)
- Copy of Terms of Engagement of Ltd Company Workers (Kingdom Healthcare Representative to give candidate whichever one is applicable)

**For Internal Purposes Only:**

Note to Kingdom Healthcare Representative: Under no circumstances can we legally set up a new employee until the above boxes are ticked and all the backup documentation attached.

**Declaration by Kingdom Healthcare Representative:**

I hereby confirm that all the above boxes are ticked, the candidate has signed above, and the relevant documents outlined above have been handed to the candidate. I also confirm that all documents retained by Kingdom Healthcare outlined above together with a copy of the original form of ID required for immigration purposes have been attached and sent to payroll by electronic means for registration and verification. I also confirm that where relevant and photographic ID bears a true resemblance to the person I have engaged.

Name of Kingdom Healthcare Representative (Block Capitals):

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Division:

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Branch (Block Capitals):

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Signature:

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Date:

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**48-Hour Opt Out Agreement (PAYE only)**

**1. Definitions**

1.1 In this Agreement the following definitions apply:

**"Assignment"** means the period during which the Temporary Worker is supplied to provide services to the Client;

**"Client"** means the person, firm or corporate body using the services of the Temporary Worker;

**"Employment Business"** means Kingdom Healthcare Limited, (registered company number NI058523 of 32 English Street, Downpatrick, Northern Ireland, BT30 6AB)

“**Working Week**” means an average of 48 hours each week calculated over a 17-week 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.

### **I. Restriction**

The Working Time Regulations 1998 (as amended) provide that the Temporary Worker shall not work on an assignment with the client in excess of the Working week unless he/she agrees in writing that this limit should not apply.

### **J. Consent**

The Temporary Worker hereby agrees that the Working Week limit shall not apply to the assignment.

### **K. Withdrawal of Consent**

4.1 The Temporary Worker may end this Agreement by giving the Employment Business 3 months' 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 Temporary 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.

### **L. The Law**

These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the courts of England & Wales

Signed by the Temporary Worker:

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Date:

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## **Health and Safety Policy**

### **General Company Policy**

It is the policy of the Company to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and temporary workers and to provide such information and training as they need for this purpose.

Appropriate preventative and protective measures are, and will continue to be, implemented following the identification of work-related hazards and assessment of the risks related to them. It is also the policy of the company to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. The Company may require you to attend such training programmes in order to meet the aims of the Company.

The Company accepts its responsibility for health and safety of other persons who may be affected by the Companies Activities.

The allocation of duties for safety matters and the identity of persons appointed with particular responsibilities are set out in this policy.

This policy will be kept up to date, to reflect changes in the nature and size of the business. To ensure this, the policy and its effectiveness will be reviewed annually.

### **Company's Responsibility**

It is the duty of management to ensure the following:

- Providing and maintaining systems of work that are safe and without risk to health;
- Ensuring safety and absence of risks to health in connection with handling, storage, and transport;
- Providing information, instruction, training and supervision;
- Maintaining all places of work in a safe condition;
- Providing and maintaining a safe working environment.

### **Your Responsibility:**

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- Working safely and efficiently;
- Using any protective equipment provided and meeting statutory obligations;
- Reporting incidents that have led to injury or damage;
- All such incidents must be recorded and copied to the Human Resources Officer using the internal report form. Any failure to adhere to the Company Health and Safety Policy and Procedures will be considered a serious disciplinary offence and is one which may lead to dismissal;
- Adhering to the company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.

### **Working Practices:**

- You must not operate any item of equipment unless trained and authorised to do so.

- You must not remove any guarding from equipment used or deviate from your authorised usage or the equipment
- You must report immediately any equipment defect, and never attempt repair. You must undertake all duties as instructed and never deviate.

In the case of workers attending work on external sites, do not commence work until you have received a health and safety induction from the site manager. Please also read the full Health and Safety Policy that can be found on our website [www.kingdom-healthcare.co.uk](http://www.kingdom-healthcare.co.uk)

In the case of company direct employees, you will receive a health and safety induction from one of our managers before you commence employment. Please also read the full Health and Safety Policy that can be found on our website [www.kingdom-healthcare.co.uk](http://www.kingdom-healthcare.co.uk) and under the Policies and Procedures section of Public Folders.

### **Hazard/Warning Signs and Notices:**

You must comply with all hazard/warning signs and notices displayed on the premises.

### **Working Conditions/Environment:**

- You must make proper use of all equipment and facilities provided to control working conditions/environment
- You must ensure you keep your work areas clear/tidy.
- You must dispose of waste/scrap in the appropriate receptacles

### **Protective Clothing and Equipment:**

- You must wear protective equipment where required
- You must never obstruct any fire escape route, fire equipment or doors

### **Health:**

- You must report any medical condition that could affect the safety of yourself or others
- You must follow all rules pertaining to no smoking areas.

### **Accidents:**

The company is obliged by law to keep a record showing details of all accidents, which occur on the premises. Therefore, all accidents, however minor, to both employees and clients, must be reported immediately. If any accidents are sufficiently serious to warrant hospital treatment, these must also be reported to the local authority. A form must be completed.

### **Fire and Emergency:**

- You must observe the evacuation procedures laid down in the event of a fire or any other emergency situation.
- You must be aware of the location of the emergency exits, assembly points and first aid kit.
- Procedures to be carried out in the event of a fire or emergency will be found on the notice boards.

Thank you for your cooperation.

## **Immigration Policy for all Workers**

- A. Person will only be allowed to work for our company if they provide us with the documents outlines in any of the categories B-V.
- B. A United Kingdom passport describing the holder as a British citizen or as a citizen of the United Kingdom.
- C. A current passport containing a certificate of entitlement issued by, or on behalf of, the Government of the United Kingdom, certifying that the holder has the right of abode in the United Kingdom.
- D. A Passport or national identity card, issued by a state which is a party to the European Economic Area Agreement, or any other agreement forming part of the Communities Treaties which confers rights of Entry to or residence in the United Kingdom, which describes the holder as a national of a State which is a party to that Agreement.
- E. A United Kingdom Residence Permit issued to a national of a State which is a party to the European Economic Area Agreement, or any other agreement forming part of the Communities Treaties which confirms that the holder has of entry to rights of entry to or residence in the United Kingdom.
- F. A current Passport or biometric residence permit card issued by the Home Office which is endorsed to show that the holder has a current right of residence in the United Kingdom as a family member of a named national of a State which is party to the European Economic Area Agreement, or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence on the United Kingdom, and who is resident in the United Kingdom.
- G. A current passport or biometric residence permit card endorses to show that the holder is exempt from immigration control, has Indefinite Leave to Enter or Remain in the United Kingdom or has no time limit on their stay.
- H. A current passport or a biometric residence permit card endorsed to show that the holder has current leave to enter, or remain in, the United Kingdom and is permitted to take the employment in question, provided that it does not require the issue of a work permit.
- M. A current passport or a biometric residence card endorsed to show that the holder is a student and has current leave to enter, or remain in, the United Kingdom and is permitted to take the employment in question, provided that it does not require the issue of a work permit.
- N. An Asylum seekers registration card which indicates that the holder is entitled to take employment in the United Kingdom.

O. A document issued by the Inland Revenue, the Department for Work and Pensions, Job Centre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency which contains the National Insurance number of the person named in the document AND a birth certificate issued in the United Kingdom which specifies the names of the holder's parents.

P. A document issued by the Inland Revenue, the Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency which contains the National Insurance number of the person named in the document AND a birth certificate issued in the Channel Islands, the Isle of Man or Ireland.

Q. A Document issued by the Inland Revenue, the Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency which contains the National Insurance number of the person named in the document. AND a certificate of registration or naturalisation as a British Citizen.

R. A document issued by the Inland Revenue, the department for Work and Pensions, Job centre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency which contains the National Insurance number of the person named in the document. AND an Immigration Status Document issued by the Home Office to the holder, endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted Indefinite Leave to Enter or Remain in the United Kingdom.

S. A document issued by the Inland Revenue, the Department of Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency which contains the National Insurance number of the person named in the document. AND an Immigration Status Document issued by the Home Office, to the holder endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted Limited Leave to Enter or Remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom.

Furthermore, the exact date of expiry of the visa/etc must also be recorded within our Adapt and payroll system (known as the flag up system) and once the relevant date has been reached the temp can no longer be employed unless he / she produces a renewal document.

Remember it is crucial that all documentation has been received BEFORE the temp has started so it is therefore necessary to ask the temp to come to the office with the original documentation and take a copy.

We do not use any third parties to supply us with temps under any circumstances and if anybody is caught doing this they will be subjected to disciplinary procedures.

"As a catch all" situation under no circumstances will a temp be paid by payroll unless they have produced the correct documentation.

(Please note the onus is on the Resources/Consultants not to start these people in the first place and if you do you are breaching your service agreement and will be subjected to disciplinary action).

We also confirm that we do not discriminate against any category of worker i.e. there is no racial discrimination of any type whatsoever and all questions will be asked on a very objective basis to all potential temps regardless of race.

## **Kingdom Healthcare Ltd: Terms of Engagement of PAYE Temporary Workers (Contract for Services)**

### **1. Definitions**

a. In these terms of engagement the following definitions apply:

"the client" means the person, firm or company requiring the services of the Temporary Worker.

"the Assignment" means the job required to be undertaken by the Temporary Worker to provide services to the Client.

"the Employment Business" means Kingdom Healthcare Ltd, whose registered office is at 32 English Street, Downpatrick, Northern Ireland, BT30 6AB

"the Temporary Worker" means the temporary worker to whom these terms of engagement are addressed.

"the Assignment Letter" means the letter from the Employment Business to the Temporary Worker setting out the specific details of the Assignment.

"Type of Work" means Medical and Care.

"Hourly Rate" means the rate the temporary worker will be paid. This will be at least the statutory minimum pay rate applicable to the appropriate age of the temporary worker. This rate may alter from time to time due to legislation.

b. Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.

c. The headings contained in these terms are for convenience only and do not affect their interpretation.

d. All notices to be served under this contract shall be served by first class pre-paid post, facsimile message, email or internet at the registered office or principal trading address of the intended recipient. Notices shall be deemed served when they would ordinarily have been received in normal business hours according to the means of transmission of such notices. These terms are governed by English Law and are subject to the exclusive jurisdiction of the English Courts.



## 1. **The Contract**

- a. These terms constitute a contract for services between the Employment Business and the Temporary Worker and they govern all Assignments undertaken by the Temporary Worker. The Temporary Worker will be self-employed. No Contract shall exist between the Employment Business and the Temporary worker between Assignments.
- b. No variation or alteration of these terms shall be valid unless approved in writing between the Employment Business (and signed by a company director) and the Temporary Worker. Any variation in these terms will be submitted to the Temporary Worker in writing within 5 working days of the date of the Agreement to vary these terms.
- c. The Temporary Worker confirms that all personal information supplied to the Employment Business, including but not limited to, details of identity, career information, professional and academic qualifications, criminal record and eligibility to work in the UK is correct, and undertakes to inform the Employment Business without delay of any relevant changes to such information or any additional information that may affect any Assignment (and/or his suitability to continue in it) as appropriate.
- d. The Employment Business shall act as an Employment Business (as defined in Section 13(3) of the Employment Agencies Act 1973) when introducing or supplying the Temporary Worker for Assignments with its Clients

## 2. **Assignments**

- a. The Employment Business will endeavour to obtain suitable Assignments for the Temporary Worker performing the agreed Type of Work. The Temporary Worker shall not be obliged to accept any Assignment offered by the Employment Business.
- b. The Temporary Worker acknowledges that the nature of temporary work means that there may be times when no suitable work is available for the Temporary Worker and that the Employment business shall incur no liability to the Temporary Worker (save in respect of remuneration for hours already worked) if it fails to offer an Assignment; or terminated an Assignment with or without notice for any reason whatsoever regardless of any previous notification to the Temporary Worker.
- c. The Employment Business shall incur no liability to the Temporary Worker (save in respect of remuneration for hours already worked) if it fails to offer an assignment; or terminates an Assignment with or without notice for any reason whatsoever regardless of any previous notification to the Temporary Worker regarding the duration or likely duration of the relevant Assignment.
- d. The temporary Worker agrees that, if the Client wishes to employ the Temporary Worker on a permanent basis (or where the Temporary Worker is introduced to a third part), the Employment Business is entitled to charge a fee to the Client or offer the Client and extended period of hire for services of the Temporary Worker.

## 3. **Remuneration**

- a. The Employment Business shall pay to the Temporary Worker remuneration for each hour worked. The actual rate will be at the rate specified in the Assignment Letter, to be paid one week in arrears, subject to deductions in respect of PAYE, National Insurance contributions and Income Tax pursuant to sections 44-47 of the Income (Earnings and Pensions) Taxes Act 2003.
- b. The Employment Business shall pay the Temporary Worker whether or not the Employment Business receives payment from the Client in respect of such work.

- c. The Employment Business may make any other deductions, including in respect of specific legislation governing the tax treatment of Temporary Workers assigned by employment businesses, a levy for transportation costs, any sums owed from time to time by the Temporary Worker to the Employment Business, any overpayment by the Employment Business to the Temporary Worker, the recovery of any costs incurred by the Employment Business as a result of a breach of this agreement by the Temporary Worker. The Temporary Worker consents to the Employment Business making a weekly deduction of £9.95 to cover the ongoing costs of mandatory training, immunisation (fitness to work certificates), DBS and hygiene equipment and the Temporary Worker consents to such deduction from any payments made to the Temporary Worker by the Employment Business.
- d. The Temporary Worker can withdraw from the weekly deduction in clause 4.3 above by giving 5 business days notice in writing to the Employment Business. The Employment Business shall refund to the Temporary Worker the amount of any deduction made in respect of any period during which the Temporary Worker had notified the Employment Business that it did not wish for any such deductions to be made.
- e. Subject to any statutory entitlement and as set out in these terms, the Temporary Worker is not entitled to receive payment from the Employment Business or the Client for time not spent on Assignments, whether in respect of travelling to the Client's premises, lunch breaks, rest breaks, holiday, illness or absence or for any other reason, unless otherwise agreed.

#### **4. Statutory Leave**

- a. For the purposes of calculating entitlement to leave, the leave year commences on 1st October and ends on 30th September
- b. Under the Working Time Regulations 1998, as amended, the Temporary Worker is entitled to 28 days paid leave per leave year. This will be paid at the Temporary Worker's basic rate.
- c. Entitlement to payment for leave accrues in proportion to the amount of time worked continuously by the Temporary Worker on an Assignment during the leave year.
- d. Where the Temporary Worker wishes to take any leave to which he is entitled, he should notify the Employment Business in writing of the dates of his intended absence. The amount of notice which the Temporary Worker is required to give should be at least twice the length of the period of leave that he wishes to take. Unless the Employment Business informs the Temporary Worker in writing that it is not possible for him to take leave on the specified dates, the Temporary Worker shall be entitled to take up his notified leave entitlement.
- e. Any bank and public holidays taken will count as part of the Temporary Worker's holiday entitlement and his holiday entitlement will be reduced accordingly. For the avoidance of doubt the Temporary Worker will receive no further payment in respect of bank or public holidays taken as holidays.
- f. The Temporary worker may not be entitled to carry forward any statutory leave to the following year.

#### **5. Timesheets**

- a. At the end of each week of an Assignment, or at the end of the Assignment where it is for a period of one week or less, or the Assignment is completed before the end of a week, the Temporary Worker shall deliver to the Employment Business a duly completed timesheet,

indicating the number of hours worked by him during the preceding week, having had the timesheet signed by an authorised representative of the Client. Such timesheets must be received by the Employment Business no later than 2.00pm on Monday following the week to which they relate. Failure to submit a timesheet for hours worked may delay payment of wages in respect of those hours.

- b. For the avoidance of doubt and for the purpose of the Working Time Regulations, the Temporary Worker's working time shall only consist of those periods during which he is carrying out his activities or duties for the Employment Business as part of the Assignment. Time spent travelling to the Client's premises, lunch breaks and other rest breaks shall not count as part of the Temporary Worker's working time for these purposes.

## 6. **Conduct of Assignments**

- a. The Temporary Worker is not obliged to accept any Assignments offered by the Employment Business, but if he does so, during every Assignment and afterwards where appropriate, he will: -
- b. cooperate with the Client's staff and accept the direction, supervision and control of any responsible person in the Client's organisation;
- c. observe such of the Client's relevant rules, regulations and procedures to which his attention has been drawn or which he might reasonably be expected to ascertain and to sign any relevant documentation required by the Client;
- d. unless arrangements have been made to the contrary, conform to the normal hours of work in force at the Client's establishment;
- e. take all reasonable steps to safeguard his own safety and the safety of any other person who may be present or affected by his actions on the Assignment and to comply with the Client's health & safety policies;
- f. not engage in any conduct detrimental to the interests of the Client; and
- g. not at any time divulge to any person, nor use for his own or any other person's benefit, any confidential information relating to the Client's or the Employment Business' employees, business affairs, transactions or finances.
- h. If the Temporary Worker is unable for any reason to attend work during an Assignment, he should inform the Client or the Employment Business by no later than 07.00 on the first day of absence to enable alternative arrangements to be made.
- i. The Temporary Worker has the right to refuse to carry out work, if he believes the manner in which he is being requested to undertake the work to be unsafe without fear of unwarranted disciplinary action being taken against him.

## 7. **Termination**

- a. The Employment Business or the Client may, by written notice to the Temporary Worker, terminate an Assignment at any time.
- b. If the Temporary Worker does not report to the Employment Business to notify his availability for work for a period of six weeks, the Employment Business will assume that the Temporary Worker no longer wishes to provide his services to the Employment Business and the Employment Business will forward his P45 to his last known address.
- c. The Temporary Worker may terminate an Assignment at any time immediately by informing the Employment Business

## 8. **Confidentiality and Intellectual Property**

- a. 9.1 The Temporary Worker will not at any time disclose to any person, nor use for his own or any other person's benefit, any information in relation to the Client's or the Employment

Business's employees, business affairs, transactions or finances.

- b. Upon termination of each Assignment (or at any time during the relevant Assignment on request), the Temporary Worker shall deliver to the Client or the Employment Business (as appropriate) all books, documents, papers, materials and other property in whatever form belonging to or relating to the business of the Client or the Employment Business (as appropriate) which may then be in his possession or under his control.
- c. All intellectual property rights that are created pursuant to these terms shall, immediately upon creation, become the property of the Employment Business and all moral or other rights that may exist in such material shall be waived.

Signed:

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The Individual:

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Name:

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Dated:

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## **Handbook Declaration**

I have read a copy of the Agency Worker Handbook which outlines the goals, policies, benefits and expectations of Kingdom Healthcare Ltd and its Clients, as well as my responsibilities as an Agency Worker. I have familiarised myself with the contents of this handbook. By my Signature below, I acknowledge, understand, accept and agree to comply with the information contained in the NMC's 'Standards for Medicines Management', 2008 (Cover 2010) and the Agency Worker Handbook provided to me by Kingdom Healthcare Limited. I further confirm that I am aware that I must notify Kingdom Healthcare Ltd about any changes regarding my Fitness to Practice and/or to Professional Registration immediately.

I understand this handbook is not intended to cover every situation which may arise whilst on assignment, but simply a general guide to the goals, policies, practices, benefits and expectations of Kingdom Healthcare Ltd.

I give Kingdom Healthcare Ltd the right to access my details within the Disclosure and Barring Service (DBS) Update Service if I am a registered user.

Updates to this Handbook will happen from time to time. Whenever this happens Kingdom Healthcare Ltd will notify me. I agree to familiarise myself with these changes before undertaking any further shifts through Kingdom Healthcare Ltd.

I understand that the Agency Worker Handbook is not a contract of employment and should not be deemed as such.

Print Name:

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Profession:

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Registration No:

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Signature:

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Date:

### **Third-Party Disclaimer**

I hereby give permission for Kingdom Healthcare Ltd to allow access, as a minimum, to my personnel files as part of any official audit, or Client Compliance Purposes. I understand that personal data held by Kingdom Healthcare Ltd is liable to be inspected.

Signature:

---

Date:



# Influenza Declaration

I declare that below information is accurate, in line with current medical advice/requirements:

- I have received the influenza vaccine
- I have **NOT** received the influenza vaccine

Print Name:

---

Signature:

---

Date:

---

Renewal Date:

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Kingdom Healthcare

58 George Street, Birmingham, B3 1QA





## Opt-Out Form: Pension Scheme

If you want to opt out of the pension saving with your employers pension scheme, fill in this form and give it to your employer.

Name of Employee:

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Name of Employer:

---

National Insurance Number:

---

Date of Birth:

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What you need to know:

- Your Employer cannot ask you or force you to opt out.
- If you are forced or asked to opt out, you can inform the pension regulator - [www.tpr.gov.uk](http://www.tpr.gov.uk)
- You can opt back in if you change your mind.
- Your employer will try to opt you back in after three years.
- If you change job, the new employer will try to add you into their scheme straight away, therefore you may need to opt out again.

This notice allows you to opt out of the pension saving with the above employers' pension scheme ONLY. A separate notice must be filled and given to any other employer you work for, if you wish to opt out of that employers' scheme as well.

### **DECLARATION:**

1. I wish to opt out of the pension saving with the above employers' pension scheme.
2. I understand that by opting out I lose the right to pension contribution from my employer.
3. I understand that by opting out I may have a lower income when I retire.

Signature:

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Date:





## **Working Time Regulations 1198 Health Assessment** **Questionnaire - Night Workers**

A night worker is an employee who is scheduled to work at least three hours of his/her daily working time during night time on the majority of days on which he/she is scheduled to work. Night time is defined as the period between 11 pm and 6 am.

Night workers are entitled to a voluntary health assessment to check whether they are fit for the work required. Very few health problems will prevent people being able to work at night, and where there is a medical problem that could be relevant, it will almost always be possible for the person to be able to work during night hours with suitable modifications to their treatment programme.

The purpose of the questionnaire is to ask whether you have any health problem that could be affected by night work, so that where necessary an appropriate medical review can be arranged. The questionnaire will be confidential to the Company's Occupational Health Adviser (It is advisable to identify a local Occupational Health Adviser - or to use the area NHS Occupational Health Service) but a report on your fitness will be provided to your manager who is responsible for work assignments and for the arrangements for health and safety at work.

As per your application form, please print and sign to confirm you're happy to work night shifts and have no medical implications to hinder your work or risk your personal health.

Name:

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Sign:

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Address:

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Manager:

58 George Street, Birmingham, B3 1QA

[www.kingdom-healthcare.co.uk](http://www.kingdom-healthcare.co.uk) | 0121 752 7550 | [medicalstaffing@kingdom.co.uk](mailto:medicalstaffing@kingdom.co.uk)



## **Key Information Document**

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found at [www.kingdom.co.uk](http://www.kingdom.co.uk)

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0208 215 5000 or through the ACAS helpline on 0300 123 1100; Monday to Friday 8am to 6pm.

### **General Information**

Your Name	
Company Name	Kingdom Healthcare
Type of Contract	PAYE - Contract of Services
Who will be responsible for paying you (indifferent from your employer)	
How often will you be paid	Weekly/Monthly
Deductions from your pay required by law	PAYE Tax Employee National Insurance Contributions Employee Pension Contributions
Any other deductions or costs from your pay (to include amounts or how they are calculated)	Admin Fee - £8.95 if applicable
Any fees for goods or services	None
Holiday Entitlement and Pay	Holiday Accrual at 12.07% based on 5.6 weeks annual holiday entitlement (inclusive of bank holidays). This can vary eg. AWR Entitlement.
Additional Benefits	Access to collective facilities

### **Example Pay**

Example rate of Pay	£600.00 weekly
Deductions from your wage required by law	£71.60 PAYE tax £49.92 Employee NI £19.48 Employee pension contribution
Any other deductions or cost from your wage	None
Any fees for goods or services	None
Example net take home pay	£459.00

If you are being paid by an intermediary or umbrella company: a third-part organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your Name	
Company Name	Kingdom Healthcare
Type of Contract	PAYE - Umbrella
Who will be responsible for paying you (if different from your employer)	Ducas Umbrella
How often you will be paid	Weekly/Monthly
Deductions from your pay required by law	PAYE Tax Employer National Insurance Contributions Employee National Insurance Contributions Employee Pension Contributions
Any other deductions or costs from your pay (To include amounts or how they are calculated)	Admin Fee £10-£25 depending on earnings
Any fees for goods or services	None
Holiday Entitlement and Pay	Gross Rate includes holiday allowance, this can be split and put aside and accrued with the agency and sent on request to the umbrella, i.e gross rate £37, £30 sent over to the umbrella as normal and £7 saved until requested when on holiday at which this is then sent to umbrella. This to be agreed and set in system otherwise full gross is sent to umbrella.
Additional Benefits	Can work with more than one agency and be paid by the same umbre

### **Example Pay.**

Example Gross Rate of Pay	£370
Example Holiday allowance saved with Agency	£70
Deductions from your wage required by law	£41.60 PAYE £31.29 Employer NI £19.53 Employee NI
Any other Deductions	£12 admin fee
Any fees for goods or services	None
Example Net take home pay	£195.58 +£70 Accrued Holiday (Taxable)

Name:

Signature:



## GDPR Information Sharing Consent Form

Consent is required to share and gather data in relation to your care and/or practices within the industry. All data will be stored securely and will not be shared outside of the scope of requirements of your role.

I xxxxxxxx hereby give my permission to Kingdom Healthcare to share and collect personal information with other service providers in connection with my role including accessing and sharing my medical, and if applicable mental health police records. I agree to a referral being made to (add local supportive services), in order to support my needs. I understand that (the host organisations may hold information gathered about me from the various agencies and as such my rights under the Data Protection Act will not be affected.

### STATEMENT OF CONSENT:

- I understand that personal information is held about me.
- I have had the opportunity to discuss the implications of sharing or not sharing information about me.
- **I agree that personal information about me may be shared and gathered from/with the following agencies (but not limited to):**
  - NHS and other health services, including my GP practice.
  - Early Intervention Service including the police
  - Adult Services
  - Mental Health Services
  - Education Support Services
  - Social Care
  - Voluntary Sector Organisations
  - Housing Providers

Are there any agencies you do not want us to share or gather additional information with? Please list them here:

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I agree to my information being shared and gathered between services

Your consent to share personal information is entirely voluntary and you may withdraw your consent at anytime. Should you have any questions about this process, or wish to withdraw your consent, please contact: 0121 752 7550.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Signature of the professional:

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Print Name:

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Agency / Service: Kingdom Healthcare

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Consent can be withdrawn at any time. A request to withdraw consent must be made in writing including the reasons why and the effective date. Requests to withdraw ordinarily take effect within 3 months of the initial request being field, however can be completed sooner on a case by case basis. All emails can be sent to [medicalstaffing@kingdom.co.uk](mailto:medicalstaffing@kingdom.co.uk) or to your assigned consultant.