

**NEW STARTER FORM**  
**BOND SEARCH & SELECTION**

(ALL DETAILS MUST BE COMPLETED AND SUBMITTED TO BOND SEARCH & SELECTION  
BEFORE PAYROLL CAN BE COMPLETED)

| <b>PERSONAL DETAILS</b> |                |
|-------------------------|----------------|
| NAME:-                  | MALE OR FEMALE |
|                         |                |
| ADDRESS:-               | MARITAL STATUS |
|                         |                |
|                         | N.I. NUMBER    |
|                         |                |
| PHONE No:-              | DATE OF BIRTH  |
|                         |                |
| START DATE:-            |                |
|                         |                |

| <b>BANK ACCOUNT/BUILDING SOCIETY DETAILS</b> |                                |
|--|--------------------------------|
|  |                                |
| BANK/BUILDING SOCIETY NAME                   | BANK ADDRESS                   |
|  |                                |
|  |                                |
| ACCOUNT NAME                                 |                                |
|  | ACCOUNT No                     |
|  |                                |
| SORT CODE                                    | ROLL NUMBER (Building Society) |
|  |                                |

Signed.....Print name.....Dated.....

## **TERMS OF ENGAGEMENT FOR TEMPORARY WORKERS**

I \_\_\_\_\_ agree to the following terms with Bond Search & Selection Ltd.

1. Bond Search & Selection will offer suitable temporary assignments to you with a hirer (hereinafter called "the Client").
2. You will give an honest representation of professional qualifications and level of experience.
3. When engaged on a temporary assignment, you will follow all reasonable instruction given by the Client and seek supervision directly from the Client.
4. When engaged on a temporary assignment, you will act in a manner befitting an employee of the Client and follow the Client's company rules.
5. When engaged on a temporary assignment, you will keep Bond Search & Selection informed about any changes in responsibility, hours or financial remuneration.
6. When engaged on a temporary assignment, you will inform Bond Search & Selection in the first instance about any grievance.
7. When engaged on a temporary assignment, you understand that Bond Search & Selection is only responsible for your remuneration. You will be paid an hourly rate of which will be determined prior to the commencement of an assignment, subject to deductions for the purposes of NIC, PAYE or any other purpose for which the Company is required by law to make deductions. Payment of wages will be made weekly (1 week in arrears) and only after receipt of a time sheet signed by the Client agreeing the hours worked by you.
8. When engaged on a temporary assignment, you understand that the Client has responsibility for certain employment issues including health and safety, and other matters.
9. When engaged on a temporary assignment, you will keep Bond Search & Selection informed about any discussions with the client regarding permanent employment, and you will not seek employment with the client within a twelve month period of completing an assignment without notifying Bond Search & Selection.
10. In the instance of the Client withholding payment or for any other reason, you will follow the instructions given by Bond Search & Selection, to leave the premises of the Client immediately if told to do so and to discontinue your assignment with the Client.
11. Termination of the engagement will require you to give Bond Search & Selection and the client one week's notice.

Signed: \_\_\_\_\_

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