



# FOUR SITE CONTRACT SERVICES LTD

Supplying the Interior Fit-Out and Refurbishment Sector  
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3B Quadrant Way • The Quadrant Courtyard • Weybridge • Surrey KT13 8DR

## FOUR SITE CONTRACT SERVICES LTD

### EMPLOYEE REGISTRATION FORM

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

POSTCODE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

NATIONALITY \_\_\_\_\_ N.I NUMBER \_\_\_\_\_

#### **CONTACT NUMBER**

HOME: \_\_\_\_\_ MOBILE: \_\_\_\_\_

TRADE \_\_\_\_\_ DATE STARTED \_\_\_\_\_

MARITAL STATUS \_\_\_\_\_ EMAIL: \_\_\_\_\_

NEXT OF KIN \_\_\_\_\_

PHONE: \_\_\_\_\_

#### **BANK DETAILS**

(PLEASE WRITE CLEARLY AS MISTAKES MAY CAUSE LOST PAYMENTS)

BANK HOLDER \_\_\_\_\_

BANK \_\_\_\_\_

SORT CODE \_\_\_\_\_ ACCOUNT NO \_\_\_\_\_

BRANCH \_\_\_\_\_

#### **EMPLOYMENT STATUS (PLEASE TICK)**

SELF EMPLOYED  PAYE

UTR NUMBER: \_\_\_\_\_ (10 DIGITS)

IF YOU WISH TO BE PAID SELF EMPLOYED PLEASE SEND THE FOLLOWING  
(PLEASE TICK TO CONFIRM YOU HAVE INCLUDED THESE ALONG WITH THE REGISTRATION FORM)

COPY OF CIS CARD/UTR NUMBER  PASSPORT/FULL BIRTH CERT

N.I CARD COPY  WORK VISA

#### **OR**

IF YOU WISH TO BE PAID BY PAYE PLEASE SEND THE FOLLOWING  
(PLEASE TICK TO CONFIRM YOU HAVE INCLUDED THESE ALONG WITH THE REGISTRATION FORM)

P45  PHOTO I.D / PASSPORT

N.I CARD/NUMBER COPY  WORK VISA

**IF YOU ARE A TRADESMEN PLEASE SEND US COPIES OF  
YOUR CERTIFICATES/QUALIFICATIONS**

### **BUILDING PARTNERSHIPS**

## GUIDENCE & CODE OF CONDUCT FOR TEMPORARY WORKERS

- 1) Between Four Site Contract Services (hereinafter called the Employment Business) and the person names below (hereinafter called the temporary Worker)
- 2) The “client” means the person hiring the Temporary Worker.
- 3) For the avoidance of doubt the Temporary Worker understands and agrees that neither this agreement nor any assignment shall or is intended to give rise to any contract of employment between the Employment Business and the Temporary Worker.
- 4) This contract of Services commences on the Monday referred to in the time sheet ends on the following Sunday or at any earlier time should there be no available work or the Temporary Worker is unavailable to work
- 5) The Employment Business agrees to offer the Temporary Worker opportunities to work at his/her chosen trade where there is a suitable assignment with a client.
- 6) The Temporary Worker is Under No obligation to accept such an offer but if/she does so he/she owes to the Employment Business and its clients jointly and severally as employer the normal common law duties of an employee as far as they are reasonably applicable.
- 7) The employment Business shall pay the temporary worker wages calculated at an hourly rate, which will be communicated to you prior to commencement of the assignment. Wages shall be paid weekly in arrears unless you are PAYE which is currently paid fortnightly in arrears and shall be subjected to deductions in respect of National Insurance, income tax and other purposes for which the employment Business is required by law to make deductions. Four Site Contract Services require all Temp Workers to have printed evidence of a national insurance number; these only include copy of National insurance card, P45, P60 or payslip. If this information is not received Four Site Contract Services Ltd hold the right to withhold payment until such proof is received.  
If Four Site Contract Services need to confirm your National Insurance number via the HM Revenue and Customs Trace Service please be advised this process takes 10-20 days. Therefore any payments to be made will be delayed. Holiday pay is all included in your hourly rate.
- 8) Four Site Contract Services is currently unable to pay operatives on a unique tax reference (UTR) or self-employed basis. Payroll companies currently assist self-employed operatives and for a small fee will provide a comprehensive UTR payment service and one such company is Team Construction Ltd. Team construction Ltd can be contacted on 0845 620 9268. Team Construction Ltd charges a 3% fee for their services (taken from your gross wage). Deductions are also made for Site accident cover (£2.50 per week) and individual membership of an applicable union (£2.12 per week) is optional. Additional benefits and discounts are also available to you including assistance with your end of year returns, AA membership, car hire, holiday discounts, etc. Further details can be obtained by contacting Team Construction Limited.

Please be aware that Team Construction Ltd will forward a contract which will need to be signed to insure continuity of payments. They also require personal information in order to pay salary.

Team Construction will pay your wages into your nominated BACS account on the Friday following your week of work. Each week Team Construction will send a remittance pay advice. This advice will also include any UTR entitlement.

Any Queries regarding the site you are on or your wages must be directed Four Site Contract Services.

- 9) The Temporary Worker shall at all times when services are due to a client comply with the following Code of Conduct.
- a) Not to engage in any conduct detrimental to the interests of the employment Business.
  - b) To be present during the times, or for the total number of hours each day and or week as agreed with the Employment Business.
  - c) Afford to the Client faithful service of a standard such as would sustain a contract of engagement.
  - d) Take all reasonable steps to safeguard his/her own safety and the safety of any other person who may be affected by his/her actions at work. Comply with Health and Safety acts and regulations.
  - e) Comply with any disciplinary rules or obligations in force at the premises where services are performed to the extent that they are reasonably applicable.
  - f) Comply with all reasonable instructions and requests within the scope of the agreed services made either by the Employment Business or the Client.
  - g) On undertaking the assignment makes him/her self aware of all safety regulations and applicable rules.
  - h) To wear personal protective equipment and ensure any power tools you supply are regularly safety checked and can safely complete tasks they are designed to be used for.
  - i) Authorised absences or leaving of the site without permission are unacceptable. If, for any reason, you are unable to get to the site on time or not at all, or have to leave early, please inform us as soon as possible to enable us to inform the site manager and organise alternative cover. Failure to inform us of any absence may result in clients refusing to sign a time sheet or having your agreed rate reduced by 25p per hour worked. This penalty is in place to ensure the client has the required cover to complete his contract on time.
  - j) If we do not receive a signed timesheet we are unable to pay you.  
It is the Temporary workers responsibility to ensure your timesheet has been returned on time signed by the client and hours worked correctly completed by 10am Tuesday morning to ensure payment that Friday.  
Hard Hat, safety boots and hi-visibility jackets/waistcoats must be worn at all times. It is also your responsibility to know and comply with all health and safety regulations on site. A copy of FSCS Health and Safety Policy is available free to all temporary workers.

We can be contacted during office hours on 01932 856 657. Please leave a message on our answering machine if there is no answer, or text 07930 507 480.

- 10) There is no obligation of the Employment Business to provide or the Temporary Worker to serve any normal number of hours in any day or week. In the event of the Employment Business making no offer of work or of the Temporary Worker declining to accept any offer of work, for any period his / her obligation for the current week shall be terminated immediately.
- 11) The temporary Worker is entitled and has the right to take up to 20 days annual leave; there is no qualifying period and the holiday entitlement accrue from the first day of working on an assignment. The rate at which holiday pay shall accrue is 10% of the Temporary Workers hour rate. Payment for holiday is made as it accrues on a weekly basis in proportion to the total hours

worked. It is your responsibility to set aside this payment. If the Temporary Worker wishes to take holiday he/she will give at least 7 days notice to the Employment Business.

- 12) The Employment Business is obliged bylaw and shall be responsible for making all statutory deductions relating to Earnings Related National Insurance and Income Tax under schedule E in accordance with section 134 ICTA 1988 and transmitting these to the Inland Revenue if the operative is paid PAYE. If an operative chooses to work CIS self employed it is his/her responsibility to ensure all tax and NI are paid in full.
- 13) The Temporary Worker and the Employment Business understands that the nature of the temporary work is such that there maybe period between assignments where there is no work.
- 14) The employment business may instruct a Temporary Worker to end an assignment with a client at any time. No reason need be given.
- 15) The temporary Worker undertakes to advise the Employment Business if he/she is offered and subsequently accepts an offer of employment by the client or is offered and accepts employment with a client whom he/she has provided services through the Employment Business as a Temporary Worker within the last 12 months.
- 16) The Employment Business shall not be responsible for payments due in respect of un-signed time sheets. No payment shall be made for any hours, which are unsigned for by the client to which the operative was assigned. It is in FSCS interest to investigate and resolve any disputed claims.
- 17) The temporary Worker having any grievance connected with the assignment or the conduct of our client or any employee of the client shall have the right to present the grievance to the manager of Four Site Contract services, If no satisfactory conclusion is reached at that stage the Temporary Worker may present the grievance to the director of Four Site Contract Services Ltd.

NAME .....

SIGNATURE.....

DATE .....

**BEFORE RETURNING PLEASE MAKE SURE YOU HAVE INCLUDED:-**

- THE REGISTRATION FORM
- **SIGNED** GUIDANCE OF CODE OF CONDUCT
- PASSPORT COPY OR FULL BIRTH CERTIFICATE
- WORK VISA (IF NECESSARY)
- CIS OR UTR NUMBER COPY (If wanting to be paid Self Employed)
- COPY OF NI NUMBER (If wanting to be paid PAYE)
- IF YOU HAVE AN EMAIL ADDRESS PLEASE CAN YOU MAKE SURE YOU HAVE INCLUDED IT ON YOUR REG FORM SO WE CAN KEEP YOU UPDATED WITH UP COMING JOBS

**NO PAYMENT WILL BE RELEASED IF THE ABOVE ARE NOT RETURNED**