

Full Circle Employment Agency Ltd Privacy Policy –



YOUR DATA – What we do with it, how we store it and your consent

In order to register and work for Full Circle Employment Agency Ltd we will need to collect a variety of information on you which will include but not be limited to: your name, address, CV, all qualifications for the role, contact information including telephone numbers and email addresses, references from former employers, bank account details, National Insurance number, photographic ID, work permit if applicable, DBS details, medical information, details of unspent convictions and details of your limited company if you are one.

All of your data that we collect from you will be stored digitally on a secure computer or in paper files which are kept in locked cupboards. We will only store limited and necessary information about you on our Mobile phone which we need for out of hours emergencies, this will be: name, address, email, telephone numbers, date of birth and next of kin.

We have to hold this data about you to ensure we operate as a lawful employment business for the purpose of supplying temporary staff to our clients and therefore we must make sure you are eligible to live and work in the UK and have the necessary skills and qualifications to carry out the duties required by the clients. In the case where we may supply you to a school, Nursery or unit with vulnerable service users we may have to provide extra information to them which could include a copy of your DBS certificate. We will only ever share your information with a third party if it is necessary for the purposes of the work assignment and we will never give information such as your bank details. Each business we pass this information to is also legally bound to operate in a responsible manner under the General Data Protection Regulations.

Your information and data can be accessed by you at any point during your employment with Full Circle Employment Agency if you would like to view this then please write to us at the office address to request this.

Please note due to the nature of the business we will contact you by phone, email, SMS and post, this is necessary for the purposes of your employment with us.

After you leave our employment we will keep this information for a maximum of 5 years from the date you leave. At any point before this you may request for this information to be destroyed but we must keep your information for 6 weeks after your leave date. **If you do wish for this to happen then please notify us by email or write to us at Full Circle Employment Agency Ltd, Mansfield Business Centre, Ashfield Avenue, Mansfield, Nottinghamshire NG18 2AE** and we will do this upon receipt of your request however please bear in mind some information regarding payroll will have to be stored for the purposes of HMRC for the 5-year requirement and may have to be passed onto lawful enforcement agencies.

Our full privacy policy can be viewed on our website www.fullcirclecatering.co.uk

Please sign and date this document to give your explicit consent for your personal data to be collected and used by us and for Full Circle Employment Agency Ltd to pass your details to third parties if required to do so for the purposes of recruitment.

Signed: _____

Print Name: _____

Date: _____

Please attach passport photo

Personal Details

Surname: _____ First Names: _____
Address: _____ Date of Birth: _____ Sex: Male: Female:
Post Code: _____ Nationality: _____ N.I.Number: _____
Telephone: _____ Marital Status: _____ Own transport: _____
Mobile: _____ E-mail: _____

Payment Method: PAYE
Private Limited Company Private Limited Company Number: _____
Umbrella Company Umbrella Company Name: _____

Disclosure & Barring Service (DBS) Checked: Yes / No DBS Reference Number: _____ Date of Issue on DBS: _____
Registered on Update Service: Yes / No

Date available to work from: _____ How did you hear about us? _____

<u>Work Roles Done</u>	<u>Willing to Work As</u>	<u>Rosette Experience</u>	<u>Bank Account Details</u>
Head Chef <input type="checkbox"/>	Head Chef <input type="checkbox"/>	One <input type="checkbox"/>	Account Name: _____
Sous Chef <input type="checkbox"/>	Sous Chef <input type="checkbox"/>	Two <input type="checkbox"/>	Sort Code: _____
Chef de Partie <input type="checkbox"/>	Chef de Partie <input type="checkbox"/>	Three <input type="checkbox"/>	Account Number: _____
Pastry Chef <input type="checkbox"/>	Pastry Chef <input type="checkbox"/>	Four <input type="checkbox"/>	Bank/Building Society Name: _____
Chef Manager <input type="checkbox"/>	Chef Manager <input type="checkbox"/>		Address of Bank/Building Society: _____

			Signature: _____

<u>Areas worked In</u>	<u>Willing to Work In</u>	<u>Michelin Experience</u>
Hotel <input type="checkbox"/>	Hotel <input type="checkbox"/>	No. Of Stars: _____
Restaurant <input type="checkbox"/>	Restaurant <input type="checkbox"/>	
Gastro Pub <input type="checkbox"/>	Gastro Pub <input type="checkbox"/>	
Branded <input type="checkbox"/>	Branded <input type="checkbox"/>	Are you interested in
Industrial <input type="checkbox"/>	Industrial <input type="checkbox"/>	live-in relief chef work
Nursing/Care Home <input type="checkbox"/>	Nursing/Care Home <input type="checkbox"/>	around the UK?
FSA/GA/KP <input type="checkbox"/>	FSA/GA/KP <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Asylum & Immigration Act 1996

Under the Asylum & Immigration Act 1996, all employees must provide a copy of a form of identification confirming their eligibility to live and work in the UK. Please see the list of acceptable forms of identification at the back of this registration pack and provide suitable legible and legal copies.

Please state which ID to accompany application: _____

Any non-EU/EEA citizens must also provide full documentary evidence of their eligibility to work in the U.K, including a copy of Workers Registration Scheme Card and Certificate, if applicable. Copies of all documents will be held on file, in the strictest confidence.

Health & Safety Declaration

I declare that whilst working as a temporary worker for Full Circle Employment Agency Limited, I will not use any machinery unless experienced and will not operate a dangerous machine (e.g. meat slicer) unless 18 and supervised or experienced in the use of that type of machinery.

I will ensure that at all times I will take every precaution to avoid injury to myself and others and prevent damage to any equipment or machinery and will adhere to the clients Health and Safety Policy at all times whilst on site.

Signature: _____

Date: _____

Rehabilitation of Offenders Act 1974

Do you have any unspent criminal convictions? Yes No

If yes, please list your convictions and their dates below:

Date	Conviction	Details

The information you give will be treated in the strictest confidence and only taken into account where, in the reasonable opinion of Full Circle Employment Agency Limited, the offence is relevant to the post for which you are applying. Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if a conviction is not declared but later comes to light.

I confirm that the information is true and correct and shall inform the company of any changes which may arise.

Signature: _____ Date: _____

References:

Please complete all details requested – failure to do so will delay / negate your application.
Referees must be professional / trade references and preferably be your last two employers.

Reference 1:

Referee Name: _____

Company Name: _____

Location _____ Postcode: _____

Telephone (landline only): _____

Email: _____

Reference 2:

Referee Name: _____

Company Name: _____

Location: _____ Postcode: _____

Telephone (landline only): _____

Email: _____

48 hour limitation waiver:

Restriction: The Working Time Regulation 1998 declares that a worker shall not work in excess of 48 hours per week for a period of 17 consecutive weeks, unless they agree to do so in writing, and of their own volition.

Consent of the worker: The worker hereby gives their consent that the working week stipulation shall not apply.

Withdrawal of consent of the worker: The worker may end this consent to withdraw from the regulation governing the working week by giving due notice of 3 months, in writing, to a Director of Full Circle Employment Agency Ltd.

By signing below the worker agrees to work within the Working Time Regulation 1998, if the worker does not wish to comply they must strike through the signature line.

Signature: _____ Date: _____

Confidential Medical Questionnaire

Please complete the questionnaire below, crossing out where applicable. All information given will be treated with the strictest confidence.

Next of Kin: _____

Contact Number: _____

Relationship to you: _____

Are you currently being prescribed medication by your Doctor? Yes No

If yes, please give details of medication and dosage _____

Have you ever suffered from alcohol or drug abuse? Yes No

Have you ever been refused a driving licence due to ill health? Yes No

If yes, please give brief details _____

Do you suffer from any form of dyslexia? Yes No

Have you at any time suffered from mental illness? Yes No

Have you suffered and spine, neck or back injury? Yes No

If yes, please give brief details _____

Do you suffer from any allergies? Yes No

If yes, please give brief detail _____

Are you registered disabled? Yes No

If yes, please give your Registered Disabled Number _____

Are you registered blind? Yes No

Have you ever suffered from fits, fainting attacks or blackouts? Yes No

Have you suffered from recurring stomach or bowel trouble? Yes No

If yes, please give brief details _____

I can confirm that the above is correct and true to the best of my knowledge

Signature: _____ Date: _____

Full Circle Employment Agency Ltd - Personal Data Statement

I confirm that all the information I have given is correct.

I am aware that personal data relating to myself (including, where relevant, sensitive personal data), whether obtained from myself or from any other source, will be retained by Full Circle Catering ('the Agency') for the purposes of providing temporary work and/or employment opportunities and/or training and/or auditing.

I understand and agree that the Agency may pass information contained within and resulting from my application (including references, credit checks and all forms completed by me) to Reed Specialist Recruitment Limited ('Reed'), or any other businesses deemed necessary.

I acknowledge that this may require my personal data to be forwarded to other persons for the purpose of conducting checks and references, to find me work and for other lawful purposes related to the Agency's recruitment services. The Agency and/or Reed/ or other companies may request references from my work, education and/or personal referees and in certain circumstances will obtain a credit reference from a credit reference agency and/or a Disclosure from the Criminal Records Bureau.

This information may be used by Reed / or other businesses for the purposes of processing my application, ongoing personnel administration (where applicable), additional checks required by businesses and other lawful purposes related to the temporary assignment at, or employment with, I hereby consent to the Agency passing such information and a copy of my application to Reed/or other businesses and for this information to be used and retained by the Agency, and/ or Reed/ or other businesses for the above purposes.

The Agency, Reed and other businesses comply fully with their obligations under the Data Protection Act 1998 and all other relevant legislation pertaining to the safe handling, use, storage, retention, processing and disposal of personal data and/or sensitive personal Data, including that contained within DBS Disclosures.

I hereby confirm that my personal data may be held, processed and disclosed by the Agency and/or Reed/ and or other businesses for the purposes and in the manner set out above.

Signature: _____ Date: _____

Terms of Engagement for Temporary Workers

1. Definitions.

1.1 In these conditions, the following expressions shall be given these meanings:

- 1.1.1 '**Assignment**' – the period during which a Worker performs services, or carries out work for and on behalf of the Client, commencing at the time the Worker first reports to the Client to take up and ending upon the cessation by the Worker of all such work and services.
- 1.1.2 '**the Company**' – Full Circle Employment Agency Limited trading as Full Circle Catering – an Employment Business
- 1.1.3 '**the Client**' – any person, firm, company or organisation placing an order with the Company for the supply of a Worker.
- 1.1.4 '**the Worker**' – any person who is supplied by the Company to the Client with a view to carrying out work for and on behalf of the Client, whether employed on PAYE scheme or paid via a private limited company or via an umbrella company.

1.2 In these conditions, words importing the singular shall include the plural and vice versa, and reference to the masculine shall infer the feminine.

1.3 Work offered to the temporary Worker are assignments in the Catering Industry ranging from: Chef Manager, Head Chef, Sous Chef, Chef de Partie, Pastry Chefs, Cooks and Catering Assistants.

2. Contract for services

2.1 These Terms of Engagement constitutes a contract for services between the Company and the Worker, and governs the basis upon which the Worker supplies his services to the Company, and in turn, to the Client.

2.2 For avoidance of doubt, these Terms of Engagement do not constitute a contract of employment between the Company and the Worker.

3. Engagement of the Worker

3.1 The Company agrees to engage the Worker for his services for the purposes of Assignment, and the Worker agrees to provide his services, being his skills and abilities, to the Client, on behalf of the Company.

3.2 Both the Client and the Worker acknowledge that the Assignment has been arranged by Full Circle Employment Agency trading as Full Circle Catering

3.3 The length of Assignment varies for each Client. The Company in no way guarantees the hours of work to the Worker. Shift lengths will be a minimum of 6 hours in relation to Chefs, Managers and Supervisors, and 4 hours for all other categories of staff. If a split-shift has been agreed, the minimum shift will be 4 + 4 hours.

4. Obligations of the Company

4.1 The Company shall pay the Worker, by the hour, or part thereof, at a rate which shall be no lower than the National Minimum Wage, deducting the necessary PAYE Income Tax and National Insurance contributions. In the case of private limited company workers, the Company shall pay the amount agreed for the Assignment and settle the invoice presented within the designated payment terms, similarly if the worker wishes to be paid via an umbrella company then the company shall pay the umbrella company for them to pay the worker.

4.2 The Company shall reimburse the Worker for agreed legitimate expenses incurred in completion of an Assignment. These expenses must be agreed with a Director of the Company and will be settled upon submission of receipts.

5. Obligations of the Worker

- 5.1 The Worker shall at all times during the Assignment:
- 5.1.1 Use all relevant and suitable skills required to complete the Assignment to the standards required.
 - 5.1.2 Co-operate with the Client and Client's employees in respect of supervision, direction and instruction, with particular attention to Health and Safety at work.
 - 5.1.3 Conform to the Clients rules and regulations whilst under the jurisdiction of the Client.
 - 5.1.4 Not engage in any conduct detrimental to them, the Client or the Company.

6. Timesheets and record of hours work

- 6.1 It is the responsibility of the Worker, at the end of each Assignment, whether it be for a day or a week, to obtain a signed and completed timesheet from the Client, and for the Worker to ensure that said timesheet is submitted to Full Circle Catering offices no later than 10.00am on Tuesday, following the week the work was completed in. Wages are paid every Friday via the BACS system. Failure to meet this deadline may result in wages for work completed being paid the following week. Full Circle Catering accepts no responsibility for timesheets not received, whether by fax, post or in person, which delays settlement of wages. Full Circle Catering recommends that all Workers retain a copy of completed timesheets for each Assignment, in case of query, or missing post.
- 6.2 Private Limited Company workers must supply both timesheet and invoice by the stipulated time in order that payment is made to the agreed terms. Failure to supply either piece of this documentation may result in non-payment of wages, until such times as the appropriate paperwork is received.
- 6.3 Those workers wishing to be paid by an Umbrella company must submit a signed timesheet to the office by 10am on Tuesday in order to meet deadlines for payment to the Umbrella Company.
- 6.4 The Client is entitled to deduct appropriate breaks from the timesheet, in conjunction with Working Time Regulations. If the Worker did not take a break during the Assignment, he must bring it to the attention of the Client and strike a line through the break deduction box on that day's timesheet.
- 6.5 The Employment Business shall pay the Temporary Worker for all hours worked regardless of whether the Employment Business has received payment from the Client for those hours.

7. Statutory leave and Pension scheme- PAYE Workers only

- 7.1 In conjunction with current Working Time Regulations, all PAYE employees are entitled to Holiday Pay. Part time workers entitlement is pro-rata to the work completed.
- 7.2 Holiday pay is calculated in accordance with hours work and monies paid. The Worker is entitled to be paid monies accrued after 4 weeks of employment with the Company.
- 7.3 Holiday Pay must be taken within the year it was accrued. The Workers holiday year commences from the date of employment. In conjunction with the Working Time Regulations, the Worker must take time off when paid his holiday pay. In order that relevant cover may be obtained and calculations made, two weeks' notice is required to process holiday pay.
- 7.4 A qualifying pension scheme is provided for all PAYE workers.
- 7.5 None of these conditions appertaining to Statutory Leave or Pensions apply when the Workers status is that of private limited company or those being paid via an Umbrella Company.
- 7.6 Under the Working Time Regulations 1998, the Temporary Worker is entitled to 5.6 weeks paid leave per year.

8. Termination

- 8.1 The Client has the right to cancel an Assignment at any time. If the Client fails to cancel an Assignment and the Worker arrives on site for work, the Worker shall be entitled to minimum shift payments as designated in condition 3.3.
- 8.2 The Temporary Worker may terminate an assignment by contacting Full Circle Catering as soon as they are unable to fulfil the shift. A minimum of 24 hours notice is required.
- 8.3 Failure to maintain the standards of work designated by Full Circle Catering, will result in disciplinary measures being taken, and may result in termination of these Terms of Engagement.

9. Confidentiality

- 9.1 The Worker shall not disclose to third party Companies the details of Clients and nature of work completed.
- 9.2 The Worker shall not discuss pay rates whilst working on site, with employees of the Client.

10. Addendum to Terms of Engagement between Live In Relief Chefs and Full Circle Catering
Please note that the following conditions apply as an addition to the terms set out above

- 10.1 You must not walk off site for whatever reason without first contacting Full Circle Catering at the office or on the out of hours mobile service or without contacting the manager at the establishment where you are working .
- 10.2 Failure to observe the above condition may result in agreed expenses prior to the booking being forfeited.
- 10.3 The worker must not at any time approach the client directly for money in respect of wages or expenses. Failure to observe this condition of engagement may result in Full Circle Catering not being able to offer you any more work.
- 10.4 If you have any problems about the accommodation you are offered you must inform Full Circle Catering immediately and we will contact the client as a matter of urgency, but you must not walk off the job before the issue is brought to the attention of Full Circle Catering or the client on site or the conditions set out in above may apply.

Remember that your behaviour when working on site for Full Circle Catering reflects on the entire company and its brigade of chefs. If, by your actions, you alienate one client, that may result in less work for everyone else on our books. Please think before you take any action that may be detrimental to Full Circle Catering, **its reputation, and the reputation of every chef associated with it, but mainly to yourself.**

Please sign and return to Full Circle Catering with your completed registration pack, please also keep a copy of this yourself.

Signature: _____

Date: _____

Food Hygiene Questionnaire – You will still need to send a copy of your food hygiene certificate & food allergen training

Name: _____

1. What temperature should frozen food be kept at?
 - a. -18°C or lower
 - b. -15°C or lower
 - c. -20°C or lower
 - d. 0°C
2. A clean, blue waterproof dressing is required to cover a cut so that:
 - a. It can be seen by the Manager or Team Leader
 - b. It prevents water and food getting into the cut
 - c. It stops the bleeding and helps the cut heal
 - d. It prevents blood and bacteria contaminating food
3. If you are suffering from a complaint, which one of the following need NOT to be reported to your manager before starting work:
 - a. Headache
 - b. Eye Infection
 - c. Diarrhoea
 - d. Vomiting
4. At what temperature do Pathogens best thrive?
 - a. 37°C
 - b. 75°C
 - c. 50°C
 - d. 100°C
5. At what temperature should meat and poultry dishes be cooked?
 - a. 90°C
 - b. 60°C
 - c. 75°C
 - d. 55°C
6. Environmental Health Practitioners enforce food hygiene regulations. Which of the powers do they NOT have:
 - a. The power of arrest
 - b. The power to close premises
 - c. The power to enter premises at any reasonable time without an appointment
 - d. The power to seize and detain foods
7. Where should raw meat be stored in a refrigerator?
 - a. At the top
 - b. In the middle
 - c. At the bottom, below all other food
8. Which of the following is true about bacteria:
 - a. Bacteria multiplies and grows faster in warm environments
 - b. Bacteria needs air to survive
 - c. Every type of bacteria can give people food poisoning
 - d. By freezing food you can kill bacteria
9. Which of the following does bacteria need to assist it to grow and multiply:
 - a. Water
 - b. Food
 - c. Warm temperatures
 - d. All of the above
10. What is the ideal temperature your fridge should be:
 - a. 4-10°C
 - b. 1-4 °C
 - c. 0-4°C
 - d. -2-0°C
11. What are the basic steps for washing hands?
 - a. Wash thoroughly with water and dry
 - b. Apply soap, wash thoroughly, rinse and use paper towels
 - c. Apply soap, wash thoroughly
12. Which of the following is acceptable for a food handler to wear?
 - a. Engagement ring
 - b. Copper bracelet
 - c. Plain wedding band
 - d. Any ring worn as a symbol of religion or faith
13. How many times can you reheat leftovers:
 - a. As many times as you like
 - b. Twice
 - c. Four times
 - d. You should only reheat leftovers once
14. What kind of soap should be provided for hand washing:
 - a. Unscented
 - b. Bactericidal
 - c. Antiseptic
 - d. Perfumed
15. Which of the following is NOT a practical method to control microbiological hazards:
 - a. Heat food until piping hot
 - b. Cover cuts and sores
 - c. Store at 4°C or lower
 - d. Wear a hair net

Personal Declaration:

To the best of my knowledge the information given is correct and true. I am in good health and there is nothing further of which I am aware that should be taken into account when offering me work. I am eligible to live and work in the U.K and I understand that should anything prove to be inaccurate I am liable to dismissal.

I hereby authorise Full Circle Employment Agency Ltd to seek references and the information provided may be used to assist with my application for work and continue to be used where necessary for the purposes of gaining work for me. I agree that the information given on my application may be used for the purposes of registration under the Data Protection Act 1998.

Signature: _____ Date: _____

Document Checklist:

Before sending this registration form for processing it is essential you complete all areas and include the following documents with your from:

- Copy of Passport or other ID proving right to live and work in the UK
- Proof of Current address
- Food Hygiene Certificate
- Food Allergen Training
- Catering Qualifications – City & Guilds / NVQ's etc
- Starter Checklist for HMRC if choosing PAYE payment option
- Company registration number / liability insurance – if choosing PLC as payment option
- DBS certificate – if you have one
- Proof of National Insurance Number
- CV – up to date if not already emailed to the office

List of Acceptable Document – Proof of right to work in the UK

LIST 1 - Any one of the documents below is acceptable:

- A passport showing that the holder is a British citizen, or has the right to live in the UK.
- A passport or national identity card from any of the countries listed on the EEA and EU countries list or from Switzerland.
- A residence permit issued by the Home Office to a national from an EEA country or Switzerland.
- A passport or other documentation from the Home Office with an endorsement statement saying the holder has the right of residence in the UK as a family member of a national from an EEA country or Switzerland, who is also resident in the UK.
- A passport or other travel document endorsed to show that the holder has the right to stay indefinitely in the UK.
- A passport or other travel document endorsed to show that the holder can stay in the UK indefinitely; and the endorsement allows the holder to do the type of work you are doing.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment in the UK.
- Once you have checked and copied one of these documents as directed above you need ask for no further documentation.

LIST 2 - This list covers the two combinations of documents that are acceptable:

Combination 1

- **A.** A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.
- **Plus One Of B-H**
- **B.** A full birth certificate issued in the UK, which includes the holders' parents' names.
- **C.** A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- **D.** A certificate of registration or naturalisation stating that the holder is a British citizen.
- **E.** A letter issued by the Home Office to the holder which indicates that the person named can stay indefinitely in the UK or has no time limit on their stay.
- **F.** An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named can stay indefinitely in the UK or has no time limit on their stay.
- **G.** A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK and allows them to do the type of work being offered.
- **H.** An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named can stay in the UK and allows them to do the type of work being offered.

Combination 2

- **A.** A work permit or other approval to take employment which has been issued by Work Permits UK.
- **Plus One of B-C**
- **B.** A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question.
- **C.** A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.



Starter checklist

Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous three tax years. **Do not send this form to HM Revenue and Customs (HMRC).**

Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer.

Do not send this form to HMRC.

Employee's personal details

1. Last name

2. First name(s)

Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth

3. Are you male or female?

Male Female

4. Date of birth DD MM YYYY

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5. Home Address

Postcode

6. National Insurance Number

7. Employment Start Date DD MM YYYY

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8. Employee statement

You need to select only one of the following statements A, B or C

- A. This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B. This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C. As well as my new job, I have another job or receive a State or Occupational Pension

