

CONTRACT FOR SERVICES

(OP02 FM14)

Candidate Name: _____

Date of Registration: _____

Registration Number

REGISTRATION CARD	Yes	No
National Insurance Number Received?		
Bank Details Received?		
2 x References Received?		
Remarks completed?		
Contract of Services Declaration signed?		
Email address provided?		
Photo taken?		
Candidate loaded onto VDQ?		
Candidate ID / Cert's etc... VDQ updated?		

NEW STARTER	Yes	No
New Starter / Re-Starter completed in full?		
Bank Details legible?		

CONTRACT FOR SERVICES	Yes	No
Section A - Contract for Services signed?		
Section B - 48 hour Opt out agreement signed?		
Section C - Health & Safety signed?		
Section D - PPE signed?		
Section E - Manual Handling Document Issued?		

ELIGIBILITY TO WORK IN THE UK	Yes	No
ID Card		
Passport		
Birth Cert		
National Insurance Card		

DRIVERS ONLY	Yes	No
Working Time Agreement Signed?		
Driving Licence		
Testing Appropriate? (Tacho - if applicable)		

NON UK CANDIDATES	Date Received
Work Permit / Visa - copy taken? Y / N	Visa Exp:

REFERENCES	Date Received	
Reference 1		
		Name: _____
		Company: _____
Date Sent: _____		
Reference 2		
		Name: _____
		Company: _____
Date Sent: _____		

INTERVIEWER NAME	Date

NEW STARTER FORM

*** PLEASE WRITE LEGIBLY AND IN BLOCK CAPITALS - THIS WILL ENSURE THAT YOU ARE PAID CORRECTLY AND YOUR PAYSLEIPS EMAILED DIRECTLY TO YOU EVERY WEEK ***

WE MUST HAVE YOUR NATIONAL INSURANCE NUMBER

IF YOU ARE UNEMPLOYED AND CLAIMING BENEFIT YOU ARE ALLOWED TO WORK AS OFTEN AS YOU WANT BUT YOU MUST DECLARE ANY DAYS WORKED WHEN YOU SIGN ON

<p>EMPLOYEE NO. <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p> <p>INITIALS <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p> <p>SURNAME <input style="width: 100%; height: 15px;" type="text"/></p> <p>FORENAMES <input style="width: 100%; height: 15px;" type="text"/></p> <p>TITLE <input style="width: 100%; height: 15px;" type="text"/></p> <p>SEX <input style="width: 15px;" type="text"/> M / <input style="width: 15px;" type="text"/> F</p> <p>DATE OF BIRTH <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p> <p>ADDRESS <input style="width: 100%; height: 15px;" type="text"/></p> <p>ADDRESS <input style="width: 100%; height: 15px;" type="text"/></p> <p>ADDRESS <input style="width: 100%; height: 15px;" type="text"/></p> <p>ADDRESS <input style="width: 100%; height: 15px;" type="text"/></p> <p>POST CODE <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p> <p>TEL. NO. <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p> <p>START DATE <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p> <p>EMAIL <input style="width: 100%; height: 15px;" type="text"/></p> <p>N.I. NO. <input style="width: 100%; height: 15px;" type="text"/></p> <p>PHOTO TAKEN <input style="width: 15px;" type="text"/> Y / <input style="width: 15px;" type="text"/> N TAX FORM P45 / P46</p> <p>PASSPORT NO <input style="width: 100%; height: 15px;" type="text"/></p>	<p style="text-align: center; font-weight: bold; font-size: small;">BANK/BUILDING SOCIETY DETAILS</p> <p>NAME OF BANK/BUILDING SOCIETY <input style="width: 100%; height: 15px;" type="text"/></p> <p>BRANCH <input style="width: 100%; height: 15px;" type="text"/></p> <p>ACCOUNT NAME <input style="width: 100%; height: 15px;" type="text"/></p> <p>ACCOUNT NUMBER - MUST BE 8 DIGITS <input style="width: 100%; height: 15px;" type="text"/></p> <p>SORT CODE <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p> <p>REFERENCE NO. - IF APPLICABLE <input style="width: 100%; height: 15px;" type="text"/></p> <p>ADDRESS <input style="width: 100%; height: 15px;" type="text"/></p> <p>POST CODE <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p>
---	---

COST CODE (please insert correct code)

<input style="width: 40px;" type="text"/> - DRIVER	<input style="width: 40px;" type="text"/> - INDUSTRIAL	<input style="width: 40px;" type="text"/> - CATERING
--	--	--

Your present circumstances. Read all the following statements carefully and enter 'X' in the one box that applies to you.

A - this is my first job since last 5 April and I have not been receiving Taxable Jobseekers Allowance, Employment and Support Allowance or Benefit or a state or occupational pension. A

OR

B - This is now my job since last 6 April and I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or Incapacity Benefit. I do not receive state or occupational pension. B

OR

C - I have another job or receive a state or occupational pension. C

Student Loans

If you have left a course of Higher Education before last 6 April and received your first Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D.

(If you are required to repay your Student Loan through your bank or Building society account do not enter an 'X' in box D). D

SIGN & DATE : I can confirm that this information is correct SIGNATURE DATE

EMPLOYMENT HISTORY

Name & Address of Company	From	To	Job Title & Duties	Salary	Reason for Leaving

PREVIOUS AGENCY EXPERIENCE

Agency	Company	Job	Period	Rate	Contact

REFERENCES

Reference 1	Reference 2

TERMS OF ENGAGEMENT FOR AGENCY WORKERS

1. DEFINITIONS AND INTERPRETATION

1.1. In these Terms the following definitions apply:

“Actual Rate of Pay”	means, unless and until the Agency Worker has completed the Qualifying Period, the rate of pay which will be paid for all time worked during an Assignment weekly in arrears, subject to Deductions and any Agreed Deductions, as set out in the relevant Assignment Details Form;
“Actual QP Rate of Pay”	means the rate of pay which will be paid to the Agency Worker if and when s/he completes the Qualifying Period. Such rate will be paid for all time worked during an Assignment weekly in arrears, subject to Deductions and any Agreed Deductions, as set out in any variation to the relevant Assignment Details Form;
“Agency Worker”	means supplied by the Employment Business to provide services to the Hirer;
“Agreed Deductions”	means any deductions the Agency Worker has agreed can be made from their pay;
“Assignment”	means assignment services to be performed by the Agency Worker for the Hirer for a period of time during which the Agency Worker is supplied by the Employment Business to work temporarily for and under the supervision and direction of the Hirer;
“Assignment Details Form”	means written confirmation of the assignment details to be given to the Agency Worker upon acceptance of the Assignment;
“AWR”	means the Agency Workers Regulations 2010;
“Calendar Week”	means any period of 7 days starting with the same day as the first day of the First Assignment;
“Conduct Regulations”	means the Conduct of Employment Agencies and Employment Businesses Regulations 2003;
“Confidential Information”	means any and all confidential commercial, financial, marketing, technical or other information or data of whatever nature relating to the Hirer or Employment Business or their business or affairs (including but not limited to these Terms, data, records, reports, agreements, software, programs, specifications, know-how, trade secrets and other information concerning the Assignment) in any form or medium whether disclosed or granted access to whether in writing, orally or by any other means, provided to the Agency Worker or any third party in relation to the Assignment by the Hirer or the Employment Business or by a third party on behalf of the Hirer whether before or after the date of these Terms together with any reproductions of such information in any form or medium or any part(s) of such information;

“Control”	means (a) the legal or beneficial ownership, directly or indirectly, of more than 50% of the issued share capital or similar right of ownership; or (b) the power to direct or cause the direction of the affairs and/or general management of the company, partnership, statutory body or other entity in question, whether through the ownership of voting capital, by contract or otherwise, and “Controls” and “Controlled” shall be construed accordingly;
“Data Protection Laws”	means the Data Protection Act 1998, any applicable statutory or regulatory provisions and all European Directives and regulations in force from time to time relating to the protection and transfer of personal data;
“Deductions”	means any deductions which the Employment Business may be required by law to make and in particular in respect of PAYE pursuant to Sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003 and Class 1 National Insurance Contributions;
“Emoluments”	means any pay in addition to the Actual QP Rate of Pay;
“Employment Business”	Abacus Employment Services Limited (registered company no. 2638307) of 25a High Street, Andover, Hants SP10 1LJ
“Engagement”	means the engagement (including the Agency Worker’s acceptance of the Hirer’s offer), employment or use of the Agency Worker by the Hirer or any third party to whom the Agency Worker has been introduced by the Hirer, on a permanent or temporary basis, whether under a contract of service or for services, and/or through a company of which the Agency Worker is an officer, employee or other representative, an agency, license, franchise or partnership arrangement, or any other engagement; and “Engage”, “Engages” and “Engaged” shall be construed accordingly;
“First Assignment”	means: (a) the relevant Assignment; or (b) if, prior to the relevant Assignment: i. the Agency Worker has worked in any assignment in the same role with the relevant Hirer as the role in which the Agency Worker works in the relevant Assignment; and ii. the relevant Qualifying Period commenced in any such assignment, that assignment (an assignment being (for the purpose of this defined term) a period of time during which the Agency Worker is supplied by one or more Temporary Work Agencies to the relevant Hirer to work temporarily for and under the supervision and direction of the relevant Hirer);

“Hirer”	means the person, firm or corporate body together with any subsidiary or associated person, firm or corporate body (as the case may be) to whom the Agency Worker is supplied or introduced;
“Hirer’s Group”	means (a) any individual, company, partnership, statutory body or other entity which from time to time Controls the Hirer, including (but not limited to) as a holding company as defined in section 1159 of the Companies Act 2006; and (b) any company, partnership, statutory body or other entity which from time to time is Controlled by or is under common Control with the Hirer, including (but not limited to) as a subsidiary or holding company as defined in section 1159 of the Companies Act 2006;
“Hourly Rate”	means NMW being the minimum gross rate of pay (subject to Deductions and any Agreed Deductions) that the Employment Business reasonably expects to achieve, for all hours worked by the Agency Worker;
“Leave Year”	means the period during which the Agency Worker accrues and may take statutory leave commencing on the date that the Agency Worker starts an Assignment or a series of Assignments;
“Period of Extended Hire”	means any additional period that the Hirer wishes the Agency Worker to be supplied for beyond the duration of the original Assignment or series of assignments as an alternative to paying a Transfer Fee;
“Qualifying Period”	means 12 continuous Calendar Weeks during the whole or part of which the Agency Worker is supplied by one or more Temporary Work Agencies to the relevant Hirer to work temporarily for and under the supervision and direction of the relevant Hirer in the same role, and as further defined in the Schedule to these Terms;
“Relevant Period”	means the later of (a) the period of 8 weeks commencing on the day after the last day on which the Agency Worker worked for the Hirer having been supplied by the Employment Business; or (b) the period of 14 weeks commencing on the first day on which the Agency Worker worked for the Hirer having been supplied by Employment Business or 14 weeks from the first day of the most recent Assignment where there has been a break of more than 6 weeks (42 days) since any previous assignment;
“Temporary Work Agency”	means as defined in the Schedule to these Terms;
“Terms”	means these terms of engagement (including the attached schedule) together with any applicable Assignment Details Form;
“Transfer Fee”	means the fee payable by the Hirer to the Employment Business in accordance with clause 3.7, as permitted by Regulation 10 of the Conduct Regulations;
“Type of Work”	means various Temporary Assignments; and
“WTR”	means the Working Time Regulations 1998.

- 1.2. Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.
- 1.3. The headings contained in these Terms are for convenience only and do not affect their interpretation.
- 1.4. Any reference, express or implied, to an enactment includes a reference to that enactment as from time to time amended, modified, extended, re-enacted, replaced or applied by or under any other enactment (whether before or after the date of these Terms) and all subordinate legislation made (before or after these Terms) under it from time to time.

2. THE CONTRACT

- 2.1. These Terms constitute the entire agreement between the Employment Business and the Agency Worker for the supply of services to the Hirer and they shall govern all Assignments undertaken by the Agency Worker. However, no contract shall exist between the Employment Business and the Agency Worker between Assignments. These Terms shall prevail over any other terms put forward by the Agency Worker.
- 2.2. During an Assignment the Agency Worker will be engaged on a contract for services by the Employment Business on these Terms. For the avoidance of doubt, the Agency Worker is not an employee of the Employment Business although the Employment Business is required to make the Deductions from the Agency Worker’s pay. These Terms shall not give rise to a contract of employment between the Employment Business and the Agency Worker, or the Agency Worker and the Hirer. The Agency Worker is supplied as a worker, and is entitled to certain statutory rights as such, but nothing in these Terms shall be construed as giving the Agency Worker rights in addition to those provided by statute except where expressly stated.
- 2.3. No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Employment Business and the Agency Worker and set out in writing and a copy of the varied terms is given to the Agency Worker no later than 5 business days following the day on which the variation was made stating the date on or after which such varied terms shall apply.
- 2.4. The Employment Business shall act as an employment business (as defined in Section 13(3) of the Employment Agencies Act 1973 (as amended) when introducing or supplying the Agency Worker for Assignments with its Hirers.

3. ASSIGNMENTS AND INFORMATION TO BE PROVIDED

- 3.1. The Employment Business will endeavour to obtain suitable Assignments for the Agency Worker to perform the agreed Type of Work. The Agency Worker shall not be obliged to accept any Assignment offered by the Employment Business.
- 3.2. The Agency Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available and agrees that:
 - 3.2.1. the suitability of the work to be offered shall be determined solely by the Employment Business; and
 - 3.2.2. the Employment Business shall incur no liability to the Agency Worker should it fail to offer Assignments of the Type of Work or any other work to the Agency Worker.

- 3.3. At the same time as an Assignment is offered to the Agency Worker the Employment Business shall provide the Agency Worker with an Assignment Details Form setting out the following:
- 3.3.1. the identity of the Hirer, and if applicable the nature of their business;
 - 3.3.2. the date the Assignment is to commence and the duration or likely duration of Assignment;
 - 3.3.3. the Type of Work, location and hours during which the Agency Worker would be required to work;
 - 3.3.4. the Hourly Rate that will be paid and any expenses payable by or to the Agency Worker;
 - 3.3.5. any risks to health and safety known to the Hirer in relation to the Assignment and the steps the Hirer has taken to prevent or control such risks; and
 - 3.3.6. what experience, training, qualifications and any authorisation required by law or a professional body the Hirer considers necessary or which are required by law to work in the Assignment.
- 3.4. Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any Public or Bank Holiday) following save where:
- 3.4.1. the Agency Worker is being offered an Assignment in the same position as one in which the Agency Worker has previously been supplied within the previous 5 business days and such information has already been given to the Agency Worker and remains unchanged; or
 - 3.4.2. subject to clause 3.5, the Assignment is intended to last for 5 consecutive business days or less and such information has previously been given to the Agency Worker before and remains unchanged, the Employment Business needs only to provide written confirmation of the identity of the Hirer and the likely duration of the Assignment.
- 3.5. Where the provisions of clause 3.4.2 are met but the Assignment extends beyond the intended 5 consecutive business day period, the Employment Business shall provide such information set out in clause 3.3 to the Agency Worker in paper or electronic form within 8 days of the start of the Assignment.
- 3.6. For the purpose of calculating the average number of weekly hours worked by the Agency Worker on an Assignment for the purposes of the WTR, the start date for the relevant averaging period shall be the date on which the Agency Worker commences the first Assignment.
- 3.7. **If, before or during an Assignment or during the Relevant Period, the Hirer wishes to Engage the Agency Worker directly or through another employment business, the Agency Worker acknowledges that the Employment Business will be entitled either to charge the Hirer a Transfer Fee or to agree a Period of Extended Hire with the Hirer at the end of which the Agency Worker may be Engaged directly by the Hirer or through another employment business without further charge to the Hirer. In addition the Employment Business will be entitled to charge a Transfer Fee to the Hirer if the Hirer introduces the Agency Worker to a third party (other than another employment business) who subsequently Engages the Agency Worker, directly or indirectly, before or during an Assignment or within the Relevant Period.**
- 3.8. If the Agency Worker has completed the Qualifying Period on the start date of the relevant Assignment or following completion of the Qualifying Period during the relevant Assignment, and if the Agency Worker is entitled to any terms and conditions relating to the duration of working time, night work, rest periods and/or rest breaks under the AWR which are different and preferential to rights and entitlements relating to the same under the WTR, any such terms and conditions will be as set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form (as appropriate).

4. AGENCY WORKER'S OBLIGATIONS

- 4.1. The Agency Worker is not obliged to accept any Assignment offered by the Employment Business but if the Agency Worker does accept an Assignment, during every Assignment and afterwards where appropriate, s/he will:
- 4.1.1. co-operate with the Hirer's reasonable instructions and accept the direction, supervision and control of any responsible person in the Hirer's organisation;
 - 4.1.2. observe any relevant rules and regulations of the Hirer's establishment (including normal hours of work) to which attention has been drawn or which the Agency Worker might reasonably be expected to ascertain;
 - 4.1.3. take all reasonable steps to safeguard his or her own health and safety and that of any other person who may be present or be affected by his or her actions on the Assignment and comply with the Health and Safety policies and procedures of the Hirer;
 - 4.1.4. not engage in any conduct detrimental to the interests of the Employment Business and/ or Hirer which includes any conduct which could bring the Employment Business and/or the Hirer into disrepute and/or which results in the loss of custom or business by either the Employment Business or the Hirer;
 - 4.1.5. not commit any act or omission constituting unlawful discrimination against or harassment of any member of the Employment Business' or the Hirer's staff;
 - 4.1.6. not at any time divulge to any person, nor use for his or her own or any other person's benefit, any Confidential Information relating to the Hirer's or the Employment Business' employees, business affairs, transactions or finances;
 - 4.1.7. on completion of the Assignment or at any time when requested by the Hirer or the Employment Business, return to the Hirer or where appropriate, to the Employment Business, any Hirer property or items provided to the Agency Worker in connection with or for the purpose of the Assignment, including, but not limited to any equipment, materials, documents, swipe cards or ID cards, uniforms, personal protective equipment or clothing.
- 4.2. If the Agency Worker accepts any Assignment offered by the Employment Business, as soon as possible prior to the commencement of each such Assignment and during each Assignment (as appropriate) and at any time at the Employment Business' request, the Agency Worker undertakes to:
- 4.2.1. inform the Employment Business of any Calendar Weeks prior to the date of commencement of the relevant Assignment and/or during the relevant Assignment in which the Agency Worker has worked in the same or a similar role with the relevant Hirer via any third party and which the Agency Worker believes count or may count toward the Qualifying Period;
 - 4.2.2. provide the Employment Business with all the details of such work, including (without limitation) details of where, when and the period(s) during which such work was undertaken and any other details requested by the Employment Business; and
 - 4.2.3. inform the Employment Business if s/he has prior to the date of commencement of the relevant Assignment and/or during the relevant Assignment carried out work which could be deemed to count toward the Qualifying Period for the relevant Assignment in accordance with Regulation 9 of the AWR because s/he has:
 - 4.2.3.1. completed two or more assignments with the Hirer;
 - 4.2.3.2. completed at least one assignment with the Hirer and one or more earlier assignments with any member of the Hirer's Group; and/or
 - 4.2.3.3. worked in more than two roles during an assignment with the Hirer and on at least two occasions worked in a role that was not the same role as the previous role.

- 4.3. **If the Agency Worker is unable for any reason to attend work during the course of an Assignment s/he should inform the Employment Business by phone within 2 hours of the commencement of the Assignment or shift. In the event that it is not possible to inform the Employment Business within these timescales, the Agency Worker should alternatively inform the Hirer and then the Employment Business as soon as possible.**
- 4.4. If, either before or during the course of an Assignment, the Agency Worker becomes aware of any reason why s/he may not be suitable for an Assignment, s/he shall notify the Employment Business without delay.
- 4.5. The Agency Worker acknowledges that any breach of his/her obligations set out in this clause may cause the Employment Business to suffer loss and that the Employment Business reserves the right to recover such losses from the Agency Worker.

5. TIMESHEETS

- 5.1. **At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of 1 week or less or is completed before the end of a week) the Agency Worker shall deliver to the Employment Business a timesheet duly completed to indicate the number of hours worked during the preceding week (or such lesser period) and signed by an authorised representative of the Hirer.**
- 5.2. **Subject to clause 5.3 the Employment Business shall pay the Agency Worker for all hours worked regardless of whether the Employment Business has received payment from the Hirer for those hours.**
- 5.3. **Where the Agency Worker fails to submit a properly authenticated timesheet the Employment Business shall, in a timely fashion, conduct further investigations into the hours claimed by the Agency Worker and the reasons that the Hirer has refused to sign a timesheet in respect of those hours. This may delay any payment due to the Agency Worker. The Employment Business shall make no payment to the Agency Worker for hours not worked.**
- 5.4. For the avoidance of doubt and for the purposes of the WTR, the Agency Worker's working time shall only consist of those periods during which s/he is carrying out activities or duties for the Hirer as part of the Assignment. Time spent travelling to the Hirer's premises (apart from time spent travelling between two or more premises of the Hirer), lunch breaks and other rest breaks shall not count as part of the Agency Worker's working time for these purposes. This clause 5.4 is subject to any variation set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form which the Employment Business may make for the purpose of compliance with the AWR.

6. PAY AND DEDUCTIONS

- 6.1. The Employment Business shall pay to the Agency Worker the Actual Rate of Pay unless and until the Agency Worker completes the Qualifying Period. The Actual Rate of Pay will be notified on a per Assignment basis and as set out in the relevant Assignment Details Form.
- 6.2. If the Agency Worker has completed the Qualifying Period on the start date of the relevant Assignment or following completion of the Qualifying Period during the relevant Assignment, the Employment Business shall pay to the Agency Worker:
 - 6.2.1. the Actual QP Rate of Pay; and
 - 6.2.2. the Emoluments (if any),
 which will be notified on a per Assignment basis and as set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form.
- 6.3. Subject to any statutory entitlement under the relevant legislation referred to in clauses 7 (Annual leave) and 8 (Sickness absence) below and any other statutory entitlement, the Agency Worker is not entitled to receive payment from the Employment Business or the Hirer for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed.
- 6.4. Subject to compliance with Regulation 12 of the Conduct Regulations the Employment Business reserves the right in its absolute discretion to deduct from the Agency Worker's pay any sums which s/he may owe the Employment Business including, without limitation, any overpayments or loans made to the Agency Worker by the Employment Business or any losses suffered by the Employment Business as a result of his/her negligence or breach of either the Employment Business's or the Hirer's rules.
- 6.5. **If the Employment Business provides any equipment or clothing to the Agency Worker to be used in the course of an Assignment with the Hirer, the Agency Worker must take reasonable care of the equipment or clothing. Furthermore the Agency Worker must return any equipment or clothing to the Employment Business upon termination of the Terms or within 3 days of a request from the Employment Business. In the event that the Agency Worker does not comply with the obligations set out in this clause, the Employment Business reserves the right to deduct the cost of replacement equipment or clothing from any sums owed to the Agency Worker. The question of whether the Agency Worker has taken reasonable care of the equipment or clothing will be solely assessed by the Employment Business's reasonable judgement.**
- 6.6. Where the Agency Worker holds a valid A1, E101 or E102 Certificate confirming coverage by a social security scheme in a Member State other than the UK, the Agency Worker must declare this to the Employment Business and produce the Certificate. In such cases the Employment Business shall not deduct Class 1 National Insurance Contributions from the Actual Rate of Pay or the Actual QP Rate of Pay (where applicable) but it shall be the responsibility of the Agency Worker to pay such social fee contributions as may be applicable in the Member State concerned. In the event that the Agency Worker fails to pay such contributions and the Employment Business is required to pay contributions either in the UK or the Member State concerned, the Agency Worker undertakes to indemnify the Employment Business and the Employment Business shall be entitled to deduct the amount paid in contributions from any sums owed to the Agency Worker.

7. ANNUAL LEAVE

- 7.1. The Agency Worker is entitled to paid annual leave according to the statutory minimum as provided by the WTR from time to time. The current statutory entitlement to paid annual leave under the WTR is 5.6 weeks.
- 7.2. Entitlement to payment for annual leave under clause 7.1 accrues in proportion to the amount of time worked by the Agency Worker on Assignment during the Leave Year.
- 7.3. Under the AWR, on completion of the Qualifying Period the Agency Worker may be entitled to paid and/or unpaid annual leave in addition to the Agency Worker's entitlement to paid annual leave under the WTR and in accordance with clauses 7.1 and 7.2. If this is the case, any such entitlement(s), the date from which any such entitlement(s) will commence and how payment for such entitlement(s) accrues will be as set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form.
- 7.4. **All annual leave must be taken during the course of the Leave Year in which it accrues and, save as may be set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form, none may be carried forward to the next year. The Agency Worker is responsible for ensuring that all paid annual leave is requested and taken within the Leave Year.**
- 7.5. **If the Agency Worker wishes to take paid annual leave during the course of an Assignment s/he should notify the Employment Business of the dates of his/her intended absence giving notice in writing (email will suffice) of at least twice the length of the period of annual leave that s/he wishes to take. In certain circumstances the Employment Business may require the Agency Worker to take paid annual leave at specific times or notify the Agency Worker of periods when paid annual leave cannot be taken. Where the Agency Worker has given notice of a request to take paid annual leave in accordance with this clause, the Employment Business may give counter-notice to the Agency Worker to postpone or reduce the amount of leave that the Agency Worker wishes to take. In such circumstances the Employment Business will inform the Agency Worker in writing giving at least the same length of notice as the period of leave that it wishes to postpone or reduce it by.**
- 7.6. Subject to clause 7.3, the amount of payment which the Agency Worker will receive in respect of periods of annual leave taken during the course of an Assignment will be calculated in accordance with and paid in proportion to the number of hours which the Agency Worker has worked on Assignment.
- 7.7. Subject to clause 7.3, in the course of any Assignment during the first Leave Year, the Agency Worker is entitled to request leave at the rate of one-twelfth of the Agency Worker's total holiday entitlement in each month of the leave year.
- 7.8. Save where this clause is amended by the Assignment Details Form, where a bank holiday or other public holiday falls during an Assignment and the Agency Worker does not work on that day, then subject to the Agency Worker having accrued entitlement to payment for leave in accordance with clause 7.2 or clause 7.3 (if applicable), the Agency Worker may, upon giving the notice in clause 7.5, take a bank holiday or other public holiday as part of his/her paid annual leave entitlement.
- 7.9. Where these Terms are terminated by either party, the Agency Worker shall repay to the Employment Business an amount in respect of any holiday periods taken in excess of the holiday entitlement for that year and the Agency Worker hereby authorises the Employment Business to take repayment of such monies by way of deduction from any final payment owed to the Agency Worker. If, following such deduction the Agency Worker owes further monies in respect of pay received for annual leave taken but not accrued at the time of Termination, the Agency Worker will repay such monies within 7 days of termination of these Terms.

8. SICKNESS ABSENCE

- 8.1. The Agency Worker may be eligible for Statutory Sick Pay provided that s/he meets the relevant statutory criteria.
- 8.2. The Agency Worker is required to provide the Employment Business with evidence of incapacity to work which may be by way of a self-certificate for the first 7 days of incapacity and a doctor's certificate thereafter.
- 8.3. For the purposes of the Statutory Sick Pay scheme there is one qualifying day per week during the course of an Assignment and that qualifying day shall be the Wednesday in every week.
- 8.4. In the event that the Agency Worker submits a Statement of Fitness for Work ("the Statement") or similar medical evidence, which indicates that the Agency Worker may, subject to certain conditions, be fit to work/return to work, the Employment Business will in its absolute discretion determine whether the Agency Worker will be (a) placed in a new Assignment or (b) permitted to continue in an ongoing Assignment. In making such determination the Employment Business may consult with the Hirer and the Agency Worker as appropriate to assess whether the conditions identified in the Statement or similar documentation can be satisfied for the duration of the Assignment.
- 8.5. Where clause 8.4 applies, the Agency Worker's placement in a new Assignment or continuation in an ongoing Assignment may be subject to the Agency Worker agreeing to a variation of the Terms or the assignment details set out in the Assignment Details Form to accommodate any conditions identified in the Statement or other similar medical evidence as is appropriate.

9. TERMINATION

- 9.1. Any of the Employment Business, the Agency Worker or the Hirer may terminate the Agency Worker's Assignment at any time without prior notice or liability.
- 9.2. The Agency Worker acknowledges that the continuation of an Assignment is subject to and conditioned by the continuation of the contract entered into between the Employment Business and the Hirer. In the event that the contract between the Employment Business and the Hirer is terminated for any reason the Assignment shall cease with immediate effect without liability to the Agency Worker (save for payment for hours worked by the Agency Worker up to the date of termination of the Assignment).
- 9.3. If the Agency Worker does not inform the Hirer or the Employment Business that they are unable to attend work during the course of an Assignment (as required in clause 4.3) this will be treated as termination of the Assignment by the Agency Worker in accordance with clause 9.1, unless the Agency Worker can show that exceptional circumstances prevented him or her from complying with clause 4.3.
- 9.4. If the Agency Worker is absent during the course of an Assignment and the Assignment has not been otherwise terminated under clauses 9.1 or 9.3 above the Employment Business will be entitled to terminate the Assignment in accordance with clause 9.1 if the work to which the Agency Worker was assigned is no longer available.
- 9.5. If the Agency Worker does not report to the Employment Business to notify his/her availability for work for a period of 6 weeks, this contract for services will automatically terminate.

10. INTELLECTUAL PROPERTY RIGHTS

The Agency Worker acknowledges that all copyright, trademarks, patents and other intellectual property rights deriving from services carried out by him/her for the Hirer during the Assignment shall belong to the Hirer. Accordingly the Agency Worker shall execute all such documents and do all such acts as the Employment Business shall from time to time require in order to give effect to its rights pursuant to this clause.

11. CONFIDENTIALITY

11.1. In order to protect the confidentiality and trade secrets of any Hirer and the Employment Business and without prejudice to every other duty to keep secret all information given to it or gained in confidence the Agency Worker agrees as follows:

11.1.1. not at any time, whether during or after an Assignment (unless expressly so authorised by the Hirer or the Employment Business as a necessary part of the performance of its duties) to disclose to any person or to make use of any of the trade secrets or the Confidential Information of the Hirer or the Employment Business with the exception of information already in the public domain;

11.1.2. to deliver up to the Hirer or the Employment Business (as directed) at the end of each Assignment all documents and other materials belonging to the Hirer (and all copies) which are in its possession including documents and other materials created by him/her during the course of the Assignment; and

11.1.3. not at any time to make any copy, abstract, summary or précis of the whole or any part of any document or other material belonging to the Hirer except when required to do so in the course of its duties under an Assignment in which event any such item shall belong to the Hirer or the Employment Business as appropriate.

12. DATA PROTECTION

12.1. The Agency Worker warrants that in relation to these Terms, s/he shall comply strictly with all provisions applicable to him/her under the Data Protection Laws and shall not do or permit to be done anything which might cause the Employment Business or the Hirer to breach any Data Protection Laws.

12.2. The Agency Worker consents to the Employment Business, any other intermediary involved in supplying the services of the Agency Worker to the Hirer (now or in the future), and the Hirer:

12.2.1. processing his/her personal data for purposes connected with the performance of the Assignment and pursuant to these Terms; and

12.2.2. exporting and/or processing his/her personal data in jurisdictions outside the European Economic Area for purposes connected with the performance of these Terms.

13. SEVERABILITY

If any of the provisions of these Terms shall be determined by any competent authority to be unenforceable to any extent, such provision shall, to that extent, be severed from the remaining Terms, which shall continue to be valid to the fullest extent permitted by applicable laws.

14. NOTICES

All notices which are required to be given in accordance with these Terms shall be in writing and may be delivered personally or by first class prepaid post to the registered office of the party upon whom the notice is to be served or any other address that the party has notified the other party in writing, including by email or facsimile transmission. Any such notice shall be deemed to have been served: if by hand when delivered; if by first class post 48 hours following posting; and if by email or facsimile transmission, when that email or facsimile is sent.

15. RIGHTS OF THIRD PARTIES

None of the provisions of these Terms are intended to be for the benefit of or enforceable by third parties and the operation of the Contracts (Rights of Third Parties) Act 1999 is excluded.

16. GOVERNING LAW AND JURISDICTION

These Terms are governed by the law of England & Wales/Scotland/ Northern Ireland and are subject to the exclusive jurisdiction of the Courts of England & Wales/Scotland/ Northern Ireland.

Signed by the Temporary

Worker Print Name

Date

48 HOUR OPT OUT AGREEMENT

1. DEFINITIONS AND INTERPRETATION

1.1. In this agreement the following definitions apply:

“Agency Worker”	Name.....
“Assignment”	means the period during which the Agency Worker is supplied to provide services to the Client;
“Client”	means the person, firm or corporate body using the services of the Agency Worker;
“Employment Business”	means Abacus Employment Services Ltd registered company number 2638307 of 25a High Street, Andover, Hants SP10 1LJ; and
“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.

2. RESTRICTION

The Working Time Regulations 1998 (as amended) provide that the Agency Worker shall not work on an Assignment with the Client in excess of the Working Week unless s/he agrees in writing that this limit should not apply.

3. CONSENT

The Agency Worker hereby agrees that the Working Week limit shall not apply to the Assignment.

4. WITHDRAWAL OF CONSENT

- 4.1. The Agency Worker may end this Agreement by giving the Employment Business 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 Agency 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.

5. THE LAW

This Agreement is governed by the law of England & Wales/Scotland and is subject to the exclusive jurisdiction of the Courts of England & Wales/Scotland.

Signed by the Agency Worker

Date

NIGHT WORKERS

The regulations provide special protection for night workers. A worker will be a night worker if:

- **he or she works at least three hours of his or her daily working time between 11pm and 6am (“night hours”) as a normal course**

The definition of night hours can be changed by a **workforce or collective agreement**, but it must include a period of at least 7 hours and must include the period from midnight to 5am.

Night workers must not work more than an average of 8 hours in each 24-hour period. This average is normally calculated over a 17-week reference period, but the reference period can be 26 weeks for certain types of workers or organisational reasons to justify it, the reference period may be extended to a period not exceeding 52 weeks if agreed in a workforce or collective agreement. These average hours include overtime which the employer is obliged to provide and the employee is obliged to work (although such overtime is still restricted by the average weekly working time limit of 48 hours, unless the individual opts out of this).

Daily Rest Periods

Adult workers are entitled to a daily rest period of 11 consecutive hours in each 24-hour period during which they work. This provision does not apply to workers who are engaged in activities which are split up over the day (eg someone working a split shift). The 11 hours’ rest period does not have to fall in the same calendar day — if a worker leaves work at 8pm and starts again at 7am the next day, he or she will have been given his or her full entitlement.

Weekly Rest Periods

Adult workers are entitled to a rest period of 24 hours in each 7-day period. This requirement can be fulfilled by giving one rest period of 24 hours each week or two 24-hour rest periods each fortnight.

NIGHT TIME WORKERS HOURS DECLARATION

I am aware that whilst working a night duty I will not exceed an average of 8 hours for each 24 hour period over a 17 week reference period:

Signed by the Temporary

Worker Print Name

Date

HEALTH & SAFETY

DEFINITIONS

In this agreement the following definitions apply:

“Assignment”	means the period during which the Worker is engaged to render services to the Client.
“Client”	means the person, firm or corporate body engaging the services of the Worker.
“Employment Business”	means Abacus Employment Services Ltd of 25a High Street, Andover, Hants SP10 1LJ (Reg office).
“Temporary Worker”	means

1. Do you or have you ever suffered from any of the following conditions:

Fits, Giddiness, Blackouts or Fainting	YES / NO
Epilepsy	YES / NO
Allergy or Drugs/Medicines	YES / NO
Skin complaints	YES / NO
Back Problems	YES / NO
Are you a disabled person	YES / NO
Are you registered disabled	YES / NO
Allergy to Food Products	YES / NO

If you answered YES to any of the above questions, please give brief details below:-

2. Are there any other conditions you have or are suffering from which may affect your ability to work for Abacus Employment Services Ltd?

Please give details:

3. Health and Safety in the Workplace.

It is every Temporary Workers responsibility to familiarise themselves totally with the Health & Safety procedures of each Assignment they accept.

4. Next of Kin details

Next of Kin: Relationship:

Address:

Home Number: Mobile:

Signed by the Temporary Worker Print Name Date

INFORMATION FOR TEMPORARIES ON MANUAL HANDLING

Health and safety in the workplace is the combined responsibility of both employers and workers.

The following information is provided to help you understand your responsibilities and safe practice in manual handling.

- **One third of all accidents at work are caused by incorrect manual handling, mostly resulting in sprains and strains.**
- **These injuries cost the country an estimated £90 million per year and 2 million working days are lost each year, because of incorrect handling of loads. If these were reduced, everyone would benefit. Not least those people who might be injured.**

Manual handling is the moving of loads by human effort, direct or indirect, by way of lifting, lowering, pushing, pulling, carrying or moving.

A load is defined as a moveable object which includes animals and people but does not include tools or machines whilst in use.

Before moving a load you should assess the task, e.g. ask yourself these questions:

- **Is it a safe weight to lift?**
- **Do you know where the centre of gravity is?**
- **Are you close enough to the load?**
- **Do you need any protective clothing, e.g. gloves, boots?**
- **Is the load too bulky for one person to lift?**
- **Is the walkway clear?**
- **Will you be able to see ahead of you whilst holding the load?**
- **Is a mechanical aid needed?**

If a load is too bulky or heavy to move, use a mechanical aid if available, or get another person to help you.

Never attempt to move something which is beyond your capacity.

If you think that your physical condition may affect your ability to lift safely, or you think there is a risk of injury to you or anyone else, you must inform your Supervisor, Foreman or Manager immediately.

In the event of an accident, you must inform you Supervisor, Foreman or Manager on site and it must be recorded in their Accident Report Book.

You must also inform Abacus Employment Services at you local office and the accident will be recorded by us as well.

Remember:

The right way is not necessarily the easiest or quickest way

The right way is the safest way

Manual Handling – safe practice checklist

Ensure objects are safe to move

- Get help or use a mechanical aid if the load is too large or heavy
- Check loads for stability prior to moving
- Contents of loads should be evenly distributed wherever possible
- Assess centre of gravity by rocking object on edge
- Keep centre of gravity as close to the body as possible
- If there are sharp edges, cover them with appropriate material

Reduce hazards

- Keep walkways clear
- Avoid lifting heavy loads in restricted spaces that force stooping
- Obstacles that prevent lifting close to the body should be removed
- Wear suitable clothing and shoes, use protective clothing if provided
- Ensure floor is free from tripping and slipping hazards
- Ensure line of vision is clear
- Organise work areas to reduce the need to twist

Watch your back

- Keep back straight and head up Use 'feet apart, knees bent, back straight' technique
- Rotate load to gain comfortable position
- Push and pull load to get it close to the body
- Avoid lifting from floor if possible
- When lifting loads from floor height do it in stages if possible
- Use smooth, balanced movements – avoid jerking
- Move feet close to load to avoid twisting and over-reaching
- Avoid twisting and bending at waist

INFORMATION FOR TEMPORARIES ON MANUAL HANDLING

Please take the time to read the hand-out issued regarding the above. It is good solid advice on the subject of 'Manual Handling'. You must remember at all times that Health & Safety is as much your responsibility whilst at work as it is our Clients.

If you have any questions with regards to the any of the information contained within the document please feel free to ask. Please sign below as confirmation that you have been issued the Manual Handling Document.

Signed by the Temporary

Worker Print Name

Date

Good manual handling technique when lifting from a lower level

- Think first
- Do you need help?
- If so, co-ordinate movements
- Stand close to the load, feet hip-width apart – do not over-reach
- Feet positioned one in front of the other for balance
- Relax the knees and keep the back straight
- Bend the knees as you sit to receive a load
- Check the weight and centre of gravity, slightly tilt the load
- Grasp firmly, lift smoothly, straighten the back Keep the load close to your body throughout
- Maintain balance and avoid twisting
- Avoid jerky movements

The three main points to remember are:-

1. Feet apart
2. Knees bent
3. Back straight

PROVISION OF PERSONAL PROTECTIVE EQUIPMENT

As part of our care and commitment towards the Health and Safety of our temporary workforce, Abacus Employment can provide the following protective work wear...

1. Safety boots with protective toe caps

2. High visibility vests

3. Ballistic trousers

4. Protective gloves

IT IS THE RESPONSIBILITY OF THE AGENCY WORKER TO RETURN ANY PPE PROVIDED BY THE AGENCY

Charging for providing PPE

Abacus Employment do not charge for the provision of PPE, however if you have been provided with PPE and no longer require our services, we politely request that you return the equipment in a clean and re-usable condition. Should you keep the equipment without our permission, we reserve the right to deduct the cost of replacement equipment from any wages owed at cost.

In the event that through negligence on your part, you lose or misplace any PPE supplied by Abacus Employment, we reserve the right to charge for replacement PPE in full.

Please sign below as acceptance of these terms:

Signed by the Temporary

Worker Print Name

Date

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974? YES / NO

If yes, please give details of offence and sentence date...

YOU HAVE MY AUTHORITY TO SEEK REFERENCES AND I AGREE ALL INFORMATION IS CORRECT

Signed by the Temporary

Worker Print Name

Date

1. Abacus Employment Services believes that it is essential that all employees, workers and those who render services to the Company or at the Company's premises are in full command of themselves and of all of their faculties throughout the working day.
2. Abacus Employment Services requires you to present yourself for work on each occasion required under your contract in complete command of all your faculties i.e. without any dependence on alcohol or any other drugs of a non-medicinal nature and to maintain that state until the completion of your working hours under your contract. If during the course of your working day you have to take medicinal drugs on a regular basis, this fact should be known to the Branch Manager confidentially.
3. In the event that you present yourself at work or during working hours you are in a condition where the Branch Manager believes you to be under the influence of alcohol or drugs and you are not able to carry out your duties in a proper, fit and safe way you will not be allowed to commence work or continue work. Instead you will be suspended without pay and not allowed to return until such a time as you are in full control of your faculties.
4. In addition such behaviour will be subject to the disciplinary procedure of Abacus Employment Services and after due investigation may result in dismissal as a result of gross misconduct.
5. Abacus Employment Services is obliged to investigate all the circumstances surrounding such behaviour prior to commencing the disciplinary procedure and this may, where necessary, include seeking medical advice as to your condition including requiring you to submit to a medical examination. Abacus Employment Services is obliged to investigate such matters in as much detail as possible and therefore expects you to comply with any requests that you submit to such examinations. You may appeal in accordance with the Company's disciplinary procedure.
6. If the disciplinary procedure is evoked and you receive a disciplinary sanction short of dismissal or if you have a successful appeal Abacus Employment Services will recommend that you take advantage of counselling services to help control your problem and you will be required to act of any such recommendation. In the event that you need to be absent from work for a period of treatment for either alcohol or drug dependency a reasonable leave of absence will normally be granted to cover this on an unpaid basis.
7. If Abacus Employment Services suspects that you are in the possession of alcohol or drugs you will be required to consent to a search of your belongings. If you are found to be in possession of any alcohol or illegal substances you will be suspended from your duties pending further investigation. This matter will be dealt with under the Company's disciplinary procedure and after due investigation it may result in dismissal for gross misconduct.
8. If Abacus Employment Services believes you are dealing, buying, selling or receiving drugs or alcohol you will be suspended from your duties while an investigation is carried out. Where a criminal offence is suspected the Company shall inform the police.
9. All employees and workers are required to inform Abacus Employment Services or any appropriate person if they suspect any fellow worker may be acting in breach of this policy.

RECRUITMENT ASSESSMENT FOR WAREHOUSE OPERATIVES

The following Assessment has been designed for the purpose of helping Abacus Employment identify specific areas of competence.

By doing this we will be more able to place you in an assignment that you will be at ease with and therefore enjoy more.

There is a set time limit so we would advise that if you are stuck on a particular area that you move on to the next.

Regardless of your score you have our assurance that we will do our utmost to find you employment.

This Assessment will be carried out under the supervision of an Abacus Employment member of Staff

You have 10 minutes to complete the following

PART 1 - NUMERACY

Table 1	Gemma	Dean	Jason	Peter	Mel	Chris
Pick 1	24	34	44	32	28	29
Pick 2	30	38	41	35	32	32
Pick 3	41	33	45	46	39	41
Total						

Please circle the answer you believe to be correct...

Questions

1) What difference, in **Pick 1**, was there between **Jason** and **Gemma**?

19	20	21	22	23	24
----	----	----	----	----	----

2) If you calculated all of **Peters** scores what would the total be?

113	114	115	116	117	118
-----	-----	-----	-----	-----	-----

3) Who had the overall lowest **Total**?

Jason	Peter	Dean	Mel	Chris	Gemma
-------	-------	------	-----	-------	-------

4) What was the total difference between **Peter** and **Jason**?

15	16	17	18	19	20
----	----	----	----	----	----

PART 2 - CODING

Item No	Product	Location Aisle	Number of Boxes
AB12AC	Shirts	AB	12
AD29DE	Trousers	AD	24
AC13FA	Tights	AC	10
BA11DD	Nightwear	BA	36
CC14CC	Jumpers	CC	40
EE09FF	T-Shirts	EE	52

Questions

1) What Product is Item No CC14CC?

2) What is the Location Aisle for T-Shirts?

3) How many boxes are there of Item No BA11DD?

4) What is the Location Aisle for Item No AB12AC?

PART 3 - ALPHABETICAL

Destination	Delivery Route
• Oxford	• Andover
• Southampton	•
• Andover	•
• Hedge End	•
• Fareham	•
• Winchester	•
• Isle of Wight	•
• Cheltenham	•

PART 4 - BASIC ARITHMETIC

There is a total of 15 Questions that follow. Please put your answers in the boxes provided...

Q	A	Q	A	Q	A	Q	A	Q	A
7+8		24-9		49/7		25-17		56-37	
13-9		7x8		18-7		9x8		81/9	
8x3		42/7		11x11		36/6		46-17	

Please work out any calculations that you may need to make in the box below...

Thank you for completing the Assessment. Please sign and date below.

Signature	Dated

Checked by	Dated

For Office Use Only - Assessment Results			
Part 1	Part 2	Part 3	Part 4

Interviewer Notes

What type of work are you looking for?

What hours of work are you happy doing?

What salary / hourly rate are you looking for?

Are there any jobs you will not consider?

Do you have Transport? Are you happy to Travel?

Do you have any FLT Certificates or any other relevant Certification?

Have you registered on our Website / Facebook Page?

MISSION STATEMENT

“We are a recruitment company driven by relationships and values. Every client and candidate should have an outstanding experience when dealing with Abacus.”



www.abacus-employment.com