

Candidate Registration Form

Personal Details

TITLE	MR ☐	MRS ☐	MISS	MS ☐	FORENAMES			
SURNAME					PREVIOUS SURNAME			
ADDRESS								
POSTCODE					EMAIL			
MOBILE NO.					HOME TEL NO.			
DATE OF BIRTH					NATIONALITY			
	YES ☐			NO ☐	CSCS CARD NO.			
CAR DRIVING LICENCE	YES ☐			NO ☐	OWN VEHICLE?	YES ☐		NO ☐
NATIONAL INS. NO.					WORK TIME DIRECTIVE	IN ☐	OPT	OUT ☐

Work Permit: (please provide a copy of your permit if you tick YES)

DO YOU NEED A WORK PERMIT TO WORK?	YES ☐	NO ☐
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Work Permit: (please provide a copy of your permit if you tick YES)

DO YOU HAVE ANY CRIMINAL CONVICTIONS?	YES ☐	NO ☐
IF YES PLEASE GIVE DETAILS:		

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Emergency Contact Details

NEXT OF KIN NAME?	NEXT OF KIN TEL NO.	NO
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Payment: (please select one of the following 3 payment methods)

1. PAYE

BANK	ACCOUNT NAME	
SORTCODE	ACCOUNT NO.	

Payment: (please select one of the following 3 payment methods)

a) This is my first job since 6th April and I have not been receiving Job Seekers Allowance, Incapacity Benefit or state pension	
b) This is now my only job but I have had another job or received Job Seekers Allowance, Incapacity Benefit or state pension	

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2. SELF EMPLOYED/ UMBRELLA / CIS:

PAYMENT COMPANY	NO
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3. OWN LIMITED COMPANY: (please also complete the previous bank details section)

COMPANY NAME		COMPANY REG. NO.	
COMPANY UTR NO.		VATT NO.	

Medical Questionnaire

Skin complaint, i.e. eczema, dermatitis	YES ☐	NO ☐	Back or mobility issues	YES ☐	NO ☐
Allergies, i.e. hay fever	YES ☐	NO ☐	Prolonged sickness of 2 weeks or more	YES ☐	NO ☐
Asthma or other respiratory issues	YES ☐	NO ☐	TB or other infectious diseases	YES ☐	NO ☐
Diabetes	YES ☐	NO ☐	Drug or alcohol related issues	YES ☐	NO ☐
Arthritis	YES ☐	NO ☐	Salmonella carrier	YES ☐	NO ☐

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Jaundice, hepatitis, blood disorders	YES ☐	NO ☐	Are you currently on any medication	YES ☐	NO ☐
Eye disorders	YES ☐	NO ☐	Are you currently registered disabled	YES ☐	NO ☐
Living outside Europe in the past 12 months	YES ☐	NO ☐	Hearing difficulties	YES ☐	NO ☐
Heart complaint	YES ☐	NO ☐	Bowel issues, i.e. Typhoid, IBS, cholera	YES ☐	NO ☐
Repetitive strain injury	YES ☐	NO ☐	Depression, nervous breakdown or other mental health issues	YES ☐	NO ☐
Blackouts, fits, epilepsy, fainting, dizzy spells, migraines	YES ☐	NO ☐	Have you ever been dismissed or refused work on health grounds	YES ☐	NO ☐
If you have answered yes to any of the above please give details:	YES ☐	NO ☐	Prolonged sickness of 2 weeks or more	YES ☐	NO ☐

Candidate Code of Conduct

At Delton Contracts Services Ltd, we expect all candidates representing our business to uphold the highest standards of professionalism, reliability and conduct.

Compliance with this Code of Conduct forms a condition of your engagement with us.

1. Timekeeping

Candidates must arrive on site at the agreed start time, as confirmed by your Delton consultant or the Client. You are expected to complete the full working shift unless otherwise agreed with the Site Manager. Punctuality and reliability are essential. Persistent lateness or unauthorised early departure may result in termination of your assignment.

2. Dress Code & Personal Protective Equipment (PPE)

All candidates must attend site with appropriate Personal Protective Equipment (PPE), including where required:

- Safety boots
- High-visibility clothing
- Hard hat
- Gloves
- and eye protection (where applicable)

Clothing must be suitable for the role and working environment.

Supervisory and professional staff are expected to present themselves in appropriate business attire. Failure to wear required PPE may result in refusal of entry to site.

Candidate Code of Conduct

3. Arrival on Site

On your first day of assignment, you must:

- Report to the designated site contact or office
- Complete any required induction
- Review site-specific health and safety procedures
- Understand sign-in / sign-out procedures
- Familiarise yourself with emergency and accident reporting processes

No work should commence before site induction has been completed where required.

4. Attendance & Communication

Once you have accepted an assignment, you are expected to attend as agreed.

If you are unable to attend work for any reason, you must inform:

Your Delton Contracts consultant OR

The designated out-of-hours contact number provided to you

Notification must be given before your scheduled start time wherever possible. Failure to communicate absence appropriately may result in cancellation of your assignment

Candidate Code of Conduct

5. Compliance with Client Rules

All candidates must:

- Follow site or workplace rules and procedures
- Comply with health & safety policies
- Respect equal opportunities and anti-discrimination policies
- Conduct themselves professionally at all times

Any concerns or incidents should be reported immediately to the Client representative and your Delton consultant.

6. Health & Safety Responsibilities

You are required to take all reasonable steps to:

- Protect your own health and safety
- Protect colleagues and members of the public
- Comply with all relevant UK Health & Safety legislation

If you supply your own tools or equipment, you must ensure they are:

- Properly maintained
- Safe for use
- Fit for purpose
- Unsafe practices may result in immediate removal from site.

Candidate Code of Conduct

7. Timesheets & Payment

It is your responsibility to ensure that:

- Your timesheet is completed accurately
- Hours worked are correctly recorded
- The timesheet is approved by the Client where required

Declaration

I confirm that the information provided during registration is accurate and complete.

I acknowledge that I have read, understood and agree to comply with the Delton Contracts Services Ltd Terms of Engagement and Code of Conduct.

Signature..... Dated.... /.....

Temporary Workers Name:.....

1. Definitions

1.1 In these Terms the following definitions apply:

“Assignment”

The period during which the Temporary Worker is supplied by Delton Contracts Services Ltd to provide services to a Client.

Candidate Code of Conduct

“Client”

Any individual, firm, partnership, company or corporate body to whom the Temporary Worker is supplied, including any subsidiary or associated company as defined by the Companies Act 2006.

“Employment Business”

Delton Contracts Services Ltd.

“Temporary Worker”

The individual engaged by Delton Contracts Services Ltd under these Terms.

“Relevant Period”

The longer of:

- 14 weeks from the first day on which the Temporary Worker worked for the Client; or
- 8 weeks from the day after the Temporary Worker was last supplied to the Client.

1.2

References to the singular include the plural and vice versa.

1.3

Headings are for convenience only and do not affect interpretation.

Candidate Code of Conduct

2. The Contract

2.1. These Terms constitute a contract for services between Delton Contracts Services Ltd and the Temporary Worker and govern all Assignments undertaken.

No contract shall exist between Assignments.

2.2. Nothing in these Terms creates a contract of employment between Delton Contracts Services Ltd and the Temporary Worker.

The Temporary Worker is engaged as a self-employed worker or temporary worker (as agreed), and statutory deductions may be made where required by law.

2.3. No variation to these Terms shall be valid unless agreed in writing by both parties.

3. Assignments

3.1. Delton Contracts Services Ltd will use reasonable endeavours to offer suitable Assignments. The Temporary Worker is not obliged to accept any Assignment offered.

3.2. The Temporary Worker acknowledges that temporary work may result in periods where no suitable Assignments are available. The Employment Business shall not be liable for failure to provide work.

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3.3. Prior to commencement of an Assignment, the Temporary Worker will be informed of:

- The identity of the
- Client Nature of the work
- Start date and likely duration Location and working hours
- Rate of remuneration
- Any known health & safety risks
- Required qualifications, experience or authorisations

3.4. Where information is not confirmed in writing prior to the Assignment, it will be confirmed within three business days.

3.5. For Working Time Regulations purposes, the averaging period shall commence from the first Assignment.

3.6. If a Client engages the Temporary Worker directly (or via another agency) during the Relevant Period, Delton Contracts Services Ltd reserves the right to charge the Client a transfer or introduction fee in accordance with agreed client terms.

4. Remuneration

4.1. The Temporary Worker will be paid at the agreed hourly rate for each Assignment.

Payment will be made weekly in arrears, subject to:

- PAYE (where applicable)
- National Insurance Contributions
- Any other lawful deductions

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4.2. No payment shall be made for periods not worked unless required by law or agreed in writing.

5. Annual Leave

5.1. Holiday entitlement shall be in accordance with the Working Time Regulations 1998

5.2. The statutory minimum entitlement is currently 5.6 weeks per leave year (pro-rata).

5.3. Leave must be taken within the leave year and cannot normally be carried forward unless required by law.

5.4. Holiday requests must be submitted with notice of at least twice the length of the requested leave period.

5.5. Holiday pay accrues in proportion to hours worked and will be calculated in accordance with statutory requirements.

6. Sickness Absence

6.1. Temporary Workers may qualify for Statutory Sick Pay (SSP) where statutory criteria are met.

6.2. Absence must be reported to both the Client and Delton Contracts Services Ltd as soon as possible and prior to the start time wherever practicable.

Candidate Code of Conduct

7. Timesheets

7.1. The Temporary Worker must submit an accurate timesheet each week (or at the end of the Assignment).

7.2 Timesheets must:

- Accurately record hours worked
- Be approved by the Client (where required)
- Be submitted by the stated payroll deadline

7.3. Failure to submit an authorised timesheet may delay payment.

7.4. Working time excludes:

- Travel to and from site
- Lunch breaks
- Rest breaks

Unless otherwise agreed.

8. Conduct During Assignments

During any Assignment the Temporary Worker shall:

- Follow the Client's lawful instructions
- Comply with site and workplace rules
- Observe all health & safety requirements
- Maintain professional conduct
- Not disclose confidential information

Candidate Code of Conduct

Failure to comply may result in termination of the Assignment.

9. Termination

9.1. An Assignment may be terminated at any time by the Client or Delton Contracts Services Ltd without prior notice.

9.2. The Temporary Worker may terminate an Assignment at any time.

9.3. Failure to attend work without proper notification may be treated as termination by the Temporary Worker.

9.4. If the Temporary Worker does not notify availability for work for a period of three weeks, Delton Contracts Services Ltd reserves the right to issue final payroll documentation.

10. Governing Law

These Terms are governed by the laws of England and Wales.

The parties submit to the exclusive jurisdiction of the Courts of England and Wales.

Temporary Worker:

Print Name..... **Signature**
..... **Dated** /
/.....