

DAY	START TIME	LUNCH	FINISH TIME	HOURS WORKED
MON				
TUE				
WED				
THUR				
FRI				
SAT				
SUN				

WEEKS TOTAL HOURS WORKED

If hours over 48 please tick to indicate voluntary



Tricorn Selection Ltd

Accountancy Search & Selection

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TEMPORARY WORKERS DETAILS

Name

Address

.....

Ltd. Co. Name
 (if applicable)

On contract to

CLIENT DECLARATION

I confirm that hours have been worked on the week commencing
 ___ / ___ / ___ and that the overleaf terms and conditions are acceptable.

Authorised signatory

Printed Name

Position in Company

Company

Registered Address: 29/30 Fitzroy Square, London W1T 6LQ

Temporary Terms and Conditions for the Supply of Temporary Staff

These terms supersede any others the client may have signed prior to April 2007

1. The following terms of business are between Tricorn Selection Ltd which shall be hereinafter referred to as the AGENCY and the company hiring the worker which shall hereinafter be referred to as the CLIENT and shall be relevant when hiring any member of the agency's workforce who shall be hereinafter referred to as the TEMPORARY WORKER. PAYE workers are employed by Tricorn Selection Ltd under a contract of employment. Limited Company workers are employed under a contract of service. At the time of the booking the client will be made aware of the type of temporary worker being assigned and the relevant documentation will be sent covering the full term of the booking.
2. The client agrees to pay the agency the hourly charges which will be stated to the client immediately on the initial contract. Any overtime rates that may be agreed by the client will be itemised on the client's invoice.
3. Should the client require the temporary worker to become permanent then the client will be liable to pay a permanent introductory fee. Current fee stands at 18% of actual annual salary or of estimated salary by accruing last known hourly rate. The client will also be liable to pay an introduction fee of 18% if the temporary worker is re engaged either directly or through any other source within 8 weeks of the end date of any Tricorn Selection Ltd assignment.
4. Although the agency will make great efforts to serve the client in the best way possible by way of supplying high standards of skills and reliability from temporary workers, no liability will be accepted by the agency for any loss, damage, expense or delay which may arise from any failure to provide a member of staff for all or part of the period of the booking from the negligence, dishonesty, misconduct or lack of skill of staff provided. This is by reason of human element.
5. The client's responsibility is that of the supervision of the temporary workers assigned to him/her to ensure satisfaction and high standards of workmanship. If the services of a worker are not satisfactory then the agency may reduce or cancel the charge for the time already worked, on the condition that the worker leaves the assignment by the end of the first day and that due notification is received.
6. PAYE staff or Limited Company contract workers employed or introduced by the company are deemed to be under the control of the client from the beginning of the workers' duties and for the full length of the assignment. The client hereby agrees to be responsible for all acts, errors and/or omissions, be they wilful, negligent or otherwise as though the workers were on the payroll of the client. The client will in all respects comply with all statutes, bye laws and legal requirements to which the client is subject in respect of the client's own staff, but not including matters specifically mentioned in para 3.
7. The hire of a temporary worker via the agency shall be considered acceptance of these terms of business.