

CME registration form

Please write legibly in block capitals - this will ensure that you are paid correctly and your statement emailed directly to you every week.

Full name			
Address and postcode			
Driving licence no			
Date of birth			
NI number			
Bank name			
Account no		Sort code	
Mobile			
Email			

Pay Status

Limited ☐ Self-employed ☐ Umbrella ☐

Skills and experience (continued overleaf)

	No experience	Minimal experience	Have experience/competent	Highly experienced
Bricklaying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Machine Operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telescopic forklift driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dumper driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Labour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ground works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	No experience	Minimal experience	Have experience/ competent	Highly experienced
Quantity Surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-skilled trades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plastering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Painting and decorating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor laying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract/ project management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipe fitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TIG Welding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas safe engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M&E project management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M&E contracts management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M&E site management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employment history

Name & Address of Company	From	To	Job title and duties	Salary	Reasons for leaving

Previous agency experience

Agency	Companies	Dates	Company contacts

References

Reference 1	
Reference 2	

Yes	No
-----	----

If you answered yes to the above, please provide details of offence(s) and sentence below.

Do you or have you ever suffered from any of the following conditions?	Yes	No
Fits, Giddiness, Blackouts or Fainting	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>
Allergy or Drugs/Medicines	<input type="checkbox"/>	<input type="checkbox"/>
Skin Complaints	<input type="checkbox"/>	<input type="checkbox"/>
Back Problems	<input type="checkbox"/>	<input type="checkbox"/>
Are you a disabled person	<input type="checkbox"/>	<input type="checkbox"/>
Are you registered disabled	<input type="checkbox"/>	<input type="checkbox"/>
Allergy to Food Products	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to the above, please provide brief details below

Please give details below if there are there any other conditions you suffer from which may affect your ability to work for Skipper Recruit Ltd.

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. Under the Health and Safety at Work Act you also have a Duty of Care to yourself and others within the workplace.

Next of kin

Name	
Relationship to you	
Address	
Home phone	
Mobile	

Signature

Signature	
Print name	
Date	

Information 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 Skipper Recruit and the accident will be recorded by us as well.

Remember

The right way is not necessarily the easiest or the 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

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

Information 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 always remember 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 and understand the Manual Handling Document.

Signature	
Print name	
Date	

Policy on alcohol and drugs in the workplace

Skipper Recruit 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.

Skipper Recruit 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.

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.

In addition, such behaviour will be subject to the disciplinary procedure of Skipper Recruit and after due investigation may result in dismissal as a result of gross misconduct.

Skipper Recruit 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. Skipper Recruit 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.

If the disciplinary procedure is evoked and you receive a disciplinary sanction short of dismissal or if you have a successful appeal Skipper Recruit 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.

If Skipper Recruit 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.

If Skipper Recruit believes you are buying, selling or receiving drugs or alcohol you will suspended from your duties while an investigation is carried out. Where a criminal offence is suspected the Company shall inform the police.

All employees and workers are required to inform Skipper Recruit or any appropriate person if they suspect any fellow worker may be acting in breach of this policy.

Fine declaration

I understand and agree that whilst on any assignment for Skipper Recruit, I am liable for all fines from clients relating to all traffic and all parking offences, worker negligence to site property or tools (up to the excess maximum amount of £1000)

I authorise Skipper Recruit to supply any relevant personal information regarding myself to the client and all relevant authorities in relation to traffic and parking offences

I authorise all such fines / claims can be held or deducted from my next payment of wages.

Please sign below as acceptance of these terms:

Signature	
Print name	
Date	

Declaration

I confirm that the information given in this application form is correct and can be verified by references from previous employers. I also agree to inform Skipper Recruit Ltd of the outcome of all introductions / interviews to companies or agents.

With reference to the Rehabilitation of Offenders Act, I declare that I have no unspent convictions and there are no prosecutions pending. I undertake to inform Skipper Recruit Ltd of any prosecution that occurs whilst my details are held by Skipper Recruit Ltd. In line with Health and Safety guidelines Skipper Recruit Ltd has introduced the policy that all temporary staff must wear safety footwear on all assignments. It is ok for you to wear your own safety footwear, but Skipper Recruit Ltd will supply if not.

I consent to Skipper Recruit Ltd processing the above personal data for the following purposes:

- For Skipper Recruit Ltd to provide me with work-finding services.
- For Skipper Recruit Ltd to process with or transfer my personal data to their client/s to provide me with work-finding services.
- For Skipper Recruit Ltd to process my data on a computerised databases Flo and Link to provide me with work-finding services.
- For Skipper Recruit Ltd to process my data using automated decision-making processes.
- For Skipper Recruit Ltd to process my data via their payroll company to make salary payments.

I also consent to Skipper Recruit Ltd processing my personal data with third parties including their clients for the purposes of internal audits and investigations carried out on Skipper Recruit Ltd to ensure that we are complying with all relevant laws and obligations.

Signature	
Print name	
Date	

Thank you for completing the application and welcome to Skipper Recruit Ltd