



Welcome to Morgan Jones

Before commencing your new assignment, please read through the information below clarifying the protocol of temporary work.

Good luck in your new job!

New Starter Information

You will be emailed a **Contract of Employment**, if there is anything that is unclear to you, please contact us. Please sign the booking placement form and return to us as soon as possible. We will also need a P45 dated within the last 3 months, if you do not have one, please complete a P46 which we can provide. It is very important that we have your national insurance number.

Enclosed with your starter pack you will have a timesheet which you will need to use in order to record the hours you have worked. As a temporary employee your lunch break is not included. On the last day of your working week, your line manager will need to confirm the hours you have worked by signing your completed timesheet. You will then need to fax, email or send your hours back by 9.30am on Monday. **It is your responsibility to make sure that your timesheet has been approved by your line manager. If for any reason you are unable to get your hours signed off in time for payroll then please contact us ASAP with hours worked so we can ensure that you are promptly paid.**

Payroll is run every Monday so you will need to ensure we have your hours worked. Your wages will be paid directly into your bank account a week in arrears and this will clear on the Friday. Your payslip will be sent directly to the email address provided on the Monday.

At the end of your assignment any annual leave accrued will be paid in your final wages. Should you require a P45 please let us know.

Company Property

During the course of your assignment you may be given property belonging to the client you have been assigned to work with to assist in your day to day activity. This may include, boots, PPE, Laptop, Mobile Phone, Security passes and Confidential Company Information. At the end of your assignment it is your responsibility to return these or any other items to the company where you have been working before leaving work for the last time. Failure to do so may inhibit our ability to look for work for you in the future and has previously resulted in the matter being taken further against the contractor by the client.

Holiday Process

You will accrue holiday on a weekly basis from the start of your assignment. If you want to book time off then please contact our accounts department who will be able to give you a total of the amount of days you have accrued. When booking time off you will need to send a completed holiday form which will need to be approved by your manager. If you can also highlight on your timesheet as well this would be much appreciated. A copy of the holiday form can be downloaded from our website, the link is

<https://www.morganjones.net/starting-an-assignment.php>

24hr Absence Line

From the commencement of your assignment with Morgan Jones you are obliged to notify us of any changes in your circumstances as soon as possible, i.e. if you are unable to attend work due to sickness etc. We have 24hr answer phone facility and emergency contact number so you can always leave a message.

Office Number: 0808 168 1474
Out of Hours Mobile Number: 07837221393

Please note: -

Please note that the office number is a free phone number. Please ensure you have saved both numbers into your mobile phone.

Accidents

All employees of Morgan Jones will be responsible for reporting any accidents, incidents and near misses to the clients on site representative and to Morgan Jones. Copies of all completed site forms must be sent to Morgan Jones. A copy of an accident report form must also be completed which is available on request from our offices.

New Legislation

Corporate Manslaughter and Corporate Homicide Act 2007

Due to the legislation that come into effect on 6th April 2008 regarding The Corporate Manslaughter and Corporate Homicide Act 2007 we require notification if you are requested, whilst on assignment, to drive. Should this be the case we will require a copy of your Insurance Certificate which should include business cover for our records to ensure we are compliant with the law.

We would strongly recommend that unless you have the relevant insurance not to undertake any driving for business reasons until you have sufficient insurance cover.

We can't emphasise the importance of the above enough.

I would like to take this opportunity to thank you in advance for your support in this matter. Should you have any questions please do not hesitate to contact me.

Your Contact Details

Please notify us of any changes to you telephone, email or home address.

Additional Benefits for Contractors at Morgan Jones

Recommend a friend

Recommend a friend to Morgan Jones and if they are successful in finding a **permanent** placement with us, you will receive a love to shop voucher with the value of £25.

Social Media

At Morgan Jones we offer social media updates on new job opportunities, employment news and other relevant information via: Twitter, Facebook & Linked In.



I hope this all makes sense, but if you have any questions please do not hesitate to contact us.

Morgan Jones Contact List

Directors

Jonathan Clarke
Managing Director
0808 168 1474
jonathan@morganjones.net

Julie-Ann Clarke
Director - London
0808 168 1474
ja@morganjones.net

Jane Deadman AIRP
Operations Director - Kent
0808 168 1474
jane@morganjones.net

Recruitment Team for Temporary & Contract Positions

Chelsey Burt-Davies AIRP
Recruitment Manager
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chelsey@morganjones.net

Nicole Ramsey MIRP Cert RP
Recruitment Manager
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Anna Wiget
Senior Recruitment Consultant
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Madeleine Lindsay-Lonton
MIRP CertRP
Recruitment Coordinator
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Amelia Barnes
Recruitment Coordinator
0808 168 1474
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Laura Pullen
Recruitment Coordinator
0808 168 1474
laura@morganjones.net

Liberty Hearne
Recruitment Coordinator
0808 168 1474
liberty@morganjones.net

Accounts & Finance Team

Kim Tompsett
Finance Manager
0808 168 1474
kim@morganjones.net

Mary Pearce
Accounts Assistant
0808 168 1474
mary@morganjones.net

Kelly Scott
Finance Administrator
0808 168 1474
kelly@morganjones.net

All payment and financial enquires please contact Kim Tompsett

Head Office Address

41 High Street, Broadstairs, Kent, CT10 1JR

London Office Address

83 Victoria Street, London, SW1H 0HW

Discovery Park Address

Innovation House, Discovery Park, Ramsgate
Road, Sandwich, Kent, CT13 9NJ

enquiries@morganjones.net

www.morganjones.net

Bank Details

Please complete this form enabling us to pay your wages straight into your account through BACS. In order to do this we need to know the details of your bank or building society account.
The information that you provide is strictly confidential.

The name of your Bank or Building Society:

The account name (e.g. your name):

The bank sort code number (6 digits):

Account no (8 digits):

Ref no (Building Societies only):

In order for us to be able to send out electronic payslips we will require your email address details and a secure password

Email.....Password.....

We also require your Passport No. for our payroll as of April 2014

Please return your P45 with this form. If you do not have your P45 or it is out of date (i.e. it is more than 3 months old) please complete the P46 provided.

Starter Details:

Name: Male/Female:

Address:

..... Postcode:

Telephone Number: Mobile Number:

Date of Birth: Marital Status:

National Insurance Number: Nationality:

In case of emergency, we require details of your next of kin:

Name:

Address:

Telephone no: Relationship:

Assignment Details: (to be completed by Morgan Jones)

Start Date: Pay/Charge Rate:

Company:

Please Note:

**We must receive the relevant paperwork promptly to ensure the smooth running of our payroll facility.
Kind Regards - Kim Tompsett (Payroll Dept)**



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 3 tax years. Do not send this form to 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

<p>1 Last name</p> <input type="text"/>	<p>5 Home address</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> Country <input type="text"/>
<p>2 First name(s)</p> <p>Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth</p> <input type="text"/> <input type="text"/>	<p>6 National Insurance number (if known)</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>3 Are you male or female?</p> <p>Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p>4 Date of birth DD MM YYYY</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p>7 Employment start date DD MM YYYY</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Employee statement

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

This is my first job since 6 April and I've not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.

A

This is now my only job but since 6 April I've 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.

B

As well as my new job, I have another job or receive a State or Occupational Pension. **C**

Student Loan

For more guidance about repaying go to www.gov.uk/repaying-your-student-loan

9 Do you have one of the Student Loan Plans described below which is not fully repaid?

Yes If Yes, go to question 10

No If No, go to question 13

10 Did you complete or leave your studies before 6th April?

Yes If Yes, go to question 11

No If No, go to question 13

11 Are you repaying your Student Loan directly to the Student Loans Company by direct debit?

Yes If Yes, go to question 13

No If No, go to question 12

12 What type of Student Loan do you have?

Plan 1 Plan 2 Both

Student Loan Plans

You'll have a Plan 1 Student Loan if:

- you lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate)
- you lived in England or Wales and started your undergraduate course before 1 September 2012 You'll have a Plan 2 Student Loan if:
- you lived in England or Wales and started your undergraduate course on or after 1 September 2012
- your loan is a Part Time Maintenance Loan
- your loan is an Advanced Learner Loan
- your loan is a Postgraduate Healthcare Loan

Postgraduate Loan

For more guidance about funding and repaying go to www.gov.uk/funding-for-postgraduate-study

For more guidance for employers go to www.gov.uk/guidance/special-rules-for-student-loans

13 Do you have a Postgraduate Loan which is not fully repaid?

Yes If Yes, go to question 14

No If No, go to the Declaration

You'll have a Postgraduate Loan if:

- you lived in England and started your Postgraduate Master's course on or after 1 August 2016
- you lived in Wales and started your Postgraduate Master's course on or after 1 August 2017
- you lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018

14 Did you complete or leave your Postgraduate studies before 6th April?

Yes If Yes, go to question 15

No If No, go to the Declaration

15 Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit?

Yes

No

Go to the Declaration

Declaration

I confirm that the information I've given on this form is correct.

Signature

Full name

Date DD MM YYYY



Equal Opportunities Form

1. Equal opportunities statement

Morgan Jones is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and we place an obligation upon all staff to respect and act in accordance with the policy.

Morgan Jones shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Morgan Jones will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

2. Criminal Convictions (Please delete clearly as appropriate)

Do you have any unspent* criminal convictions? Yes/No

If yes, state convictions and dates ____/____/____

.....
.....

*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Morgan Jones the offence is relevant to the post to which you are applying. **Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.**

3. Right to work in the UK

Do you have the right to work in the UK? Yes/No
(delete clearly as appropriate)

In line with Home Office guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by Morgan Jones for temporary work

4. Do you have any disabilities as defined in the Equality Act 2010 that we can make reasonable adjustment for? Yes/No

If yes, please state:

.....
.....
.....

5. Is there anything else we need to be aware of whilst considering your application?

.....
.....
.....

Data Protection Statement

The information that you provide on this form and on any CV given will be used by Morgan Jones to provide you work-finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients.

We may check the information collected, with third parties or with other information held by us.

We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other way permitted or required by law.

Candidate Declaration

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed onto potential employers.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Morgan Jones will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

Signed by candidate

.....

Name:..... Date:



Candidate Name:.....

We would prefer your last two employers however we will also take a personal reference if you have only ever had one job. A personal reference must be from a professional person and not a relative. Please provide as much information as possible as missing information may hold up your start date.

Reference 1. Last employer

Name of person:
Position in company:.....
Name of Company:
Address:
.....
Contact Number:
Fax Number:
E-mail:

Reference 2. Professional **OR** Last employer (**Please Indicate**)

Name of person:
Position in company:.....
Name of Company:
Address:
.....
Contact Number:
Fax Number:
E-mail:

Start Date: **Company** **Title**.....

Candidate Information Release Declaration

I hereby consent to any person or organisation I have listed above to disclose any information they may have regarding my dates of employment, job title, performance at work and reason for leaving.

Signed: _____

Date: _____

WORKING TIME DIRECTIVE

The European Union Working Time Directive of a 48 hour maximum working week came into effect on 1st October 1998. The Directive provides for minimum daily and weekly rest breaks, annual paid holidays, a limit on the working week to an average of 48 hours and defined hours on night duty. The employer is required to obtain details as to whether staff wish to exercise their right to *opt out or to remain within the 48 hour per week restriction.

The maximum weekly working time of 48 hours will be averaged over 17 weeks. However, an individual employee can, if they wish, agree with their employer to work over the maximum weekly limit, but this must be in writing and on an individual voluntary basis. Individuals have the option to change their mind and opt back in. This does not create an exemption from statutory legal requirements e.g. responsibilities of individuals to comply with Health and Safety Regulations.

**Please note that if you choose to opt out in order that you can work over 48 hours and then choose to opt back in to the 48 hour limit you will be required to give a minimum of 7 days notice in writing.*

The 48 hours maximum per week applies to any and all paid employment collectively, not just work undertaken within this company. You are required to notify us in writing of any employment external to the company that you undertake regardless of whether you decide to opt out of the Regulations.

In order to record our legal obligations, would you please sign below in the relevant section and return one copy of this letter, retaining the second copy for your own information.

If you have any queries or concerns, or for further information, please do not hesitate to contact a member of Morgan Jones.

Name.....Job Title.....

a) I wish to exercise my right to *opt out of the 48 hour per week restriction of the Working Time Regulations

Signature.....Date.....

****I understand that I may opt back in upon giving you 7 days notice in writing***

OR

b) I do not wish to exercise my right to opt out of the 48 hours per week restriction of the Working Time Regulations

Signature.....Date.....

SCHEDULE 1 – Booking Placement Form

THIS AGREEMENT IS MADE ON THE

INSERT DETAILS OF THE TEMPORARY WORKER:

Name.....

Address.....

TYPE OF WORK TO BE CARRIED OUT FOR THE CLIENT

Job Title

Rate of pay £.....

Signed by



Nicole Ramsey for and on
behalf of Morgan Jones
Limited

Recruitment Manager

Signed by

Name of Temporary Worker

.....

Date

TIMESHEET

CLIENT NAME.....
 CONTACT.....
 ADDRESS.....

TEMPORARY WORKER.....
 POSITION.....

Timesheet Number..... Week commencing.....

Day	Start Time	Finish Time	Lunch Time	Standard Hours	Overtime Hours	Holiday Pay (from accrued entitlement)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
				Total Payable Hours		

I certify that the total of.....hours, including overtime hours, have been satisfactorily worked and that payment will be made according to our terms of business, which I have received from you and accept as the basis of the transaction.

Signature.....Print Name.....
 Position.....Date.....

- PLEASE PAY DAYS FROM MY ACCRUED HOLIDAY ENTITLEMENT THIS WEEK**
- I am due to finish this assignment on/...../.....
- More work please, to start from/...../.....
- This is my last timesheet for this client
- Please send my P45

PLEASE RETURN BY 9.30am ON MONDAY MORNING
EMAIL - kim@morganjones.net or FAX 01843864773

Head Office: 41 High Street, Broadstairs, Kent, CT10 1JR - Tel: 01843 604890
enquiries@morganjones.net www.morganjones.net