



KPI Recruiting

Welcome

Thank you for choosing to register with KPI Recruiting Ltd.

In line with UKBA guidance on the prevention of illegal working, we will need to verify and take a copy of your original ID Documentation or undertake Digital Identity Verification as evidence of your right to work in the UK, if you are to be engaged by KPI Recruiting for temporary work.

You will need to provide:

- Proof of address (such as a bank statement or utility bill in your name, within the past 3 months)
- Identification for Right to Work (such as a passport or Birth Certificate along with proof of national insurance)
- Share Code provided by the Home Office in order for us to view your immigration status online.

Additionally, you may be asked to provide documentation such as Professional Licences, Qualifications, or Certificates, if appropriate to the role.

Please complete all sections of the following pages with your details and eSign.

This process will take approximately 30 minutes

If you have any questions please do not hesitate to contact us.

Personal Details

Candidate Pack

Title

- Mr Miss Mrs Ms
 Prefer not to say

First Name

Veeranjaneyulu

Last Name

Batthula

Type of Job

- Commercial (Office) Industrial Care Driving
 Hospitality Education Other

Closest KPI Branch

- Crewe Stoke Warrington Northampton
 Telford Wigan Glasgow Sutton
 Manchester Other

Gender

- Male Female Prefer not to say

Date of Birth

14/05/1990

National Insurance Number

TJ641401B

Address

102,lathom road

Town

London

Postcode

E62DY

Mobile Number

07747293393

Email

batthulaveera2022@gmail.com

Can you work in the UK?

ID Documentation

Do you need permission to work in the UK?

Yes No

- Proof of address (such as a bank statement or utility bill in your name, within the past 3 months)
- Identification for Right to Work (such as a passport or Birth Certificate along with proof of national insurance)
- Share Code provided by the Home Office in order for us to view your immigration status online

If you are not a British or Irish Citizen you will required to supply a share code from the Home office online service, this will enable KPI Recruiting LTD to obtain proof of your RTW status.

Do you have proof of Right to Work? (Passport, Birth Certificate with Proof of National Insurance or Share Code?)

Yes No

If you have a share code please enter this below


If you would prefer to upload a screenshot of your share code please do so here:

OR

Identification, Upload File (British or Irish Passport OR Full Birth Certificate along with Proof of National Insurance)

Proof of Address, Upload File

National Insurance, Upload File

 National Insurance Number.pdf

Other Documentation (For Example Proof Of Term Times Received From Education)

If you do not have the ability to provide evidence, you may complete the form and a consultant will contact you to verify documentation at one of our branches. Please note this may delay your application

Emergency Contact & Bank Details

Who is your next of kin or emergency contact

First Name

Chittibabu

Last Name

Kokkera

Emergency Contact Address

Near Panchyati Office, Sankurathripadu, Nadendla Mandal,
Guntur District, Andhra Pradesh

Postcode

522549

Country

India

Emergency Contact Phone Number

+919959085358

Relationship to you

- Friend Family Member Spouse Partner
 Other

Bank Details

Name of Account Holder :

Veeranjaneyulu Batthula

Please note: We are unable to pay wages into an account that does not belong to you, the bank details provided must be an account in your own name or joint account where you are named as an account holder.

Bank / Building Society Name

HSBC

Sort Code

40-07-35

Account Number

12067439

Town or City Account was opened

woolwich,london

*

- I confirm the bank details given are my own

P46 - Tax Details

If you do not have your P45 please read the following statements and select the one that is the most appropriate to you.

P46 Tax Details

This is my first job since the 6th April and I have not been receiving taxable job seekers allowance or taxable incapacity benefit or a state or occupational pension.

This is now my only job, but since the 6th April I have had another job, or have received taxable job seekers allowance or incapacity benefit. I do not receive a state or occupational pension.

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

Licenses & Qualifications (D&I&C&H)

Professional Licenses, Qualifications or Certificates (Driving/Industrial)

Do you have any of the following professional licences?

- FLT Counter Balance FLT Reach C+E Licence (Class 1) C Licence (Class 2)
- 7.5 ton Licence CPC Digital Tachograph

Upload here

<input type="text"/>	.	<input type="text"/>
.	.	<input type="text"/>
<input type="text"/>	.	<input type="text"/>
.	.	<input type="text"/>
<input type="text"/>	.	<input type="text"/>

Professional Licenses, Qualifications or Certificates (Care/ Hospitality)

Do you have a current DBS?

- Yes No

Please List any additional Professional Qualifications or Certificates you may have :

Please Provide Your Teacher Reference Number :

If yes please upload a copy here

Employment History

Do you have a CV? (you are not required to complete the work history section if your CV is uploaded)

Yes No

Attach CV

 veeraukresume.docx

How many jobs have you had in the past 2 years?

1 2 3 4
 5 6+

Most recent job first, in this sections you will ne asked for information relating to your work history.

Company Name

V2 Software Solutions

Start Date

01/10/2017

End Date

30/09/2022

Job Role

Software Developer

Your Manager

Maheshwararao

Company Contact Number

+919703111903

Company Email Address

info@v2softwaresolutions.com

Duties

Software Developer & Administrative Officer

I consent that KPI can contact the above to obtain a reference

.

Previous Company Name (if applicable)

Start Date

End Date

Job Role

Your Manager

Duties

Company Contact Number

Company Email Address

I consent the KPI can contact the above to obtain a reference

Equal Opportunities Statement

KPI Recruiting 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 sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

KPI Recruiting 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. KPI Recruiting 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.

Do you have any unspent* criminal convictions?

Yes

No

If your convictions are unspent and you have answered yes to this question please provide detail.

Your Health Questionnaire

The following questions relating to health and disability are asked to identify any reasonable adjustments needed in order for you to access our recruitment service

Do you have any health issues or a disability relevant which may make it difficult for you to carry out functions which are essential for the role you seek?

Yes

No

If you answered yes above, please specify...

Do we need to make reasonable adjustments in order for you to access this recruitment service and to attend interview, or to take aptitude tests etc?

Do you suffer from any of the following conditions? (Select all that apply)

Diabetes

Heart or circulatory disorders

Stomach or intestinal disorders

Any condition which causes difficulties sleeping

Chronic chest disorders (especially if night-time symptoms are troublesome)

Any medical condition requiring medication to be taken to a strict timetable

Any other health factors that might affect fitness at work

Stress, Anxiety, Depression or Other Nervous Disorders?

Epilepsy or Fits

Raised Blood Pressure

Fainting Attacks, Giddiness or Blackouts

Migraines or Recurring Headaches

Hearing Difficulties

If you have answered yes please provide name of medication

If you have selected any of the above conditions, you may be asked to see a doctor or nurse as part of occupational health.

Do you wear glasses/contact lenses or have any other vision abnormalities?

Yes

No

48 Hour Opt Out Agreement

1. DEFINITIONS

1.1. In this Agreement the following definitions apply:

“Agency Worker” means

(insert name)

Veeranjaneyulu Batthula

“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 KPI Recruiting Limited, (registered company number 653358) of 66-68 Nantwich Road, Crewe, Cheshire, CW2 6AL

“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 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 1 month 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.

I wish to be able to work more than 48 hours if I choose to and I am opting out of the 48 hour rule

Yes (opt out of the 48 hour rule)

No (agree to the 48 hour rule)

Please Sign



Terms of Engagement

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 for each hour worked, 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, as set out in any variation to the relevant Assignment Details Form;

“Agency Worker” means

(insert name)

Veeranjaneyulu Batthula

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” KPI Recruiting Limited (registered company no. 6533558) of 66-68 Nantwich Road, Crewe, Cheshire, CW2 6AL;

“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 National Living Wage being the minimum gross rate of pay 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 [A: on the date that the Agency Worker starts an Assignment or a series of Assignments and runs until the anniversary of that date;

“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 Commercial (Office) work 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

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 Actual Rate of Pay 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, they 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 organization;

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 their own health and safety and that of any other person who may be present or be affected by their 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 their 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 they have 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 they have:

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 within 1 hour 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 they may not be suitable for an Assignment, they shall notify the Employment Business without delay.

4.5. The Agency Worker acknowledges that any breach of their 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 they are 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. For each Assignment the Employment Business shall pay to the Agency Worker the Hourly Rate. The Actual Rate of Pay will be notified on a per Assignment basis and set out in the relevant Assignment Details Form.

6.2. If the Agency Worker has completed the Qualifying Period on the start of the relevant Assignment or following completion of the Qualifying Period during the relevant Assignment, the Employment Business shall pay to the Agency Worker the Actual QP Rate of Pay which will be notified on a per Assignment basis and set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form:

6.3. The Hourly Rate, Actual Pay of Rate or Actual QP Rate of Pay, as applicable, will be paid weekly in arrears, subject to any Deductions and or Agreed Deductions, together with any agreed Emoluments.

6.4. 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.

6.5. 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 they may owe the Employment Business including, without limitation, any overpayments or loans made to the Agency Worker by the Employment Business.

6.6. 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.

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 they should notify the Employment Business of the dates of their intended absence giving at least two weeks' notice prior to the start of the 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 their 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.

8. SICKNESS ABSENCE

8.1. The Agency Worker may be eligible for Statutory Sick Pay provided that they meet 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 them 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 their availability for work for a period of 12 weeks, this contract for services will automatically terminate and the Employment Business will forward their P45 to their last known address.

10. INTELLECTUAL PROPERTY RIGHTS

The Agency Worker acknowledges that all copyright, trademarks, patents and other intellectual property rights deriving from services carried out by the agency worker 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 the agency worker 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

The Agency Worker warrants that in relation to these Terms, they shall comply strictly with all provisions applicable to them 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 their personal data for purposes connected with the performance of the Assignment and pursuant to these Terms; and

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

13. SERVERABILITY

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 and are subject to the exclusive jurisdiction of the Courts of England & Wales/Scotland.

I have read and acknowledge the Terms of Engagement

Today's Date

29/01/2024

Please Sign

A handwritten signature in black ink, appearing to be 'B. Lee', is written inside a light pink rounded rectangular box.

“Qualifying Period” & “Temporary Work Agency”

For the purpose of the definition of "Qualifying Period" in clause 1.1 of these Terms, when calculating whether any weeks completed with the Hirer count as continuous towards the Qualifying Period, where:

(a) the Agency Worker has started working during an assignment and there is a break, either between assignments or during an assignment, when the Agency Worker is not working;

(b) the break is:

(i) for any reason and not more than six Calendar Weeks;

(ii) wholly due to the fact that the Agency Worker is incapable of working in consequence of sickness or injury and the break is 28 Calendar Weeks or less; paragraph (iii) does not apply; and, if required to do so by the Employment Business, the Agency Worker has provided such written medical evidence as may reasonably be required;

(iii) related to pregnancy, childbirth or maternity and is at a time in a protected period, being a period beginning at the start of the pregnancy and ending at the end of the 26 weeks beginning with childbirth (being the birth of a living child or the birth of a child whether living or dead after 24 weeks of pregnancy) or, if earlier, when the Agency Worker returns to work;

(iv) wholly for the purpose of taking time off or leave, whether statutory or contractual, to which the Agency Worker is otherwise entitled which is:

i. ordinary, compulsory or additional maternity leave;

ii. ordinary or additional adoption leave;

iii. ordinary or additional paternity leave;

iv. time off or other leave not listed in paragraphs (iv)i, ii, or iii above; or

v. for more than one of the reasons listed in paragraphs (iv)i, ii, iii to iv above;

(v) wholly due to the fact that the Agency Worker is required to attend at any place in pursuance to being summoned for service as a juror and the break is 28 Calendar Weeks or less;

(vi) wholly due to a temporary cessation in the Hirer's requirement for any worker to be present at the establishment and work in a particular role for a pre-determined period of time according to the established custom and practices of the Hirer;

(vii) wholly due to a strike, lock-out or other industrial action at the Hirer's establishment; or

(viii) wholly due to more than one of the reasons listed in paragraphs (ii), (iii), (iv), (v), (vi) or (vii); and

(c) the Agency Worker returns to work in the same role with the Hirer,

any weeks during which the Agency Worker worked for the Hirer before the break shall be carried forward and treated as counting towards the Qualifying Period with any weeks during which the Agency Worker works for the Hirer after the break. In addition, when calculating the number of weeks during which the Agency Worker has worked, where the Agency Worker has started working in a role during an Assignment and is unable to continue working for a reason described in paragraph (b)(iii) or (b)(iv)i., ii, or iii., for the period that is covered by one or more such reasons, the Agency Worker shall be deemed to be working in that role with the Hirer for the original intended duration or likely duration of the relevant Assignment, whichever is the longer. For the avoidance of doubt, time spent by the Agency Worker working during an assignment before 1 October 2011 does not count for the purposes of the definition of "Qualifying Period".

"Temporary Work Agency" means as defined in Regulation 4 of the AWR being a person engaged in the economic activity, public or private, whether or not operating for profit, and whether or not carrying on such activity in conjunction with others, of:

(a) supplying individuals to work temporarily for and under the supervision and direction of hirers; or

(b) paying for, or receiving or forwarding payment for, the services of individuals who are supplied to work temporarily for and under the supervision and direction of hirers.

Notwithstanding paragraph (b) of this definition a person is not a Temporary Work Agency if the person is engaged in the economic activity of paying for, or receiving or forwarding payments for, the services of individuals regardless of whether the individuals are supplied to work for hirers. For the purpose of this definition, a "hirer" means a person engaged in economic activity, public or private, whether or not operating for profit, to whom individuals are supplied, to work temporarily for and under the supervision and direction of that person.

Data Protection Statement

The information that you provide on this form and on any CV given will be used by KPI Recruiting 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.

I (insert name)

Veeranjaneyulu Batthula

hereby give my consent to KPI to process the following information:

Personal Data

- Name
- Date of birth
- Contact details, including telephone number, email address and postal address
- Experience, training and qualifications
- CV
- National insurance number

Sensitive personal data

- Disability/health condition relevant to the role
- Criminal conviction
- ID in relation to Proof of Right to Work in the UK
- Driving Licence checks carried out with the DVLA where Relevant to the role

I consent to the Company processing the above personal data for the following purposes:

- For the Company to provide me with work-finding services.
- For the Company to process with or transfer my personal data to their clients in order to provide me with work-finding services.
- For the Company to process my data on a computerised database provided by oxford software in order to provide me with work-finding services.
- For the Company to process my data using automated decision making processes

I also consent to the Company processing my personal data with third parties, including governing bodies and clients where I have completed work or been inducted, for the purposes of internal audits and investigations carried out on the Company to ensure that the Company is complying with all relevant laws and obligations.

The consent I give to the Company will last for 5 years

I am aware that I have the right to withdraw my consent at any time by informing the Company that I wish to do so.

I have read and agree to the Data Protection Statement

Today's Date

29/01/2024

Please Sign

A handwritten signature in black ink, appearing to be 'B. Jones', is written inside a light pink rounded rectangular box.

Saving for your retirement

KPI Recruiting Ltd has chosen to use NEST to help you save for your retirement.

NEST is a high-quality, online pension that's run in its members' interests and is designed to be simple to use. It offers its members value for money, with an investment approach that aims to look after members' savings for a better retirement outcome. Depending on your age and earnings you may be automatically enrolled into NEST. If you're enrolled into NEST you'll receive an information pack in the post.

If you're not automatically enrolled but wish to join NEST, please let your local KPI branch know.

It's important that you feel in control of your retirement savings. With NEST you can view and make changes to your account online. You'll need your member ID or your National Insurance number to access your account for the first time.

You may choose to pay more into NEST. This can be managed by KPI Recruiting Ltd or alternatively you can top up your pot directly through your online account. Putting money away in a pension can be a very effective way of saving for your future. If you've been automatically enrolled, you and your employer will pay minimum contributions based on a percentage of your pay, but if you want, you can add more to your pot. And for eligible contributions, the government will add 20p for every 80p you invest. Higher rate taxpayers can claim additional tax relief by contacting HMRC. The government puts a limit on the total amount you can pay into pension schemes each tax year without paying extra tax. This limit is called the annual allowance. If the total amount you pay into all your retirement pots in one tax year goes over the annual allowance, you'll have to pay a tax charge on the amount that goes over. Most members will not be impacted. For more information go to gov.uk/tax-on-your-private-pension/annual-allowance

Your contributions will be deducted from your qualifying earnings each month based on the minimum contributions in line with the pension law. These are currently as follows:

	Our employer contribution	Your contribution	Tax relief
From 6 April 2019	3%	5%	1%

Pension

DO I HAVE TO PAY PENSION CONTRIBUTIONS?

Opting out

If you decide that you don't want to make pension contributions, you have the right to opt out. You must do this within the opt-out period, which is normally one month from the date your enrolment begins.

Once you've received your NEST ID there are several ways to opt out. You can:

opt out online at nestpensions.org.uk/optingout, call NEST's automated telephone line or request a paper opt-out form from NEST and then fill it in and send it back to us.

You'll find more detail about opting out in your welcome pack or on NEST's website at www.nestpensions.org.uk/savers

You should consider carefully how much you need to set aside for your retirement. You can use NEST's pension calculator to find out the difference putting away a little extra today could mean tomorrow.

Your NEST pot will stay with NEST until you decide to take your money out of NEST at retirement. Currently the minimum age for taking your pot at retirement is 55.

However, you can transfer money in and out of NEST at any time. NEST won't charge for this but it's important that you check any fees or charges applied by your other provider. Bringing together existing pots into NEST can make managing your pension savings more straightforward. It's important to be aware that transferring money into NEST may not be in everybody's interests.

Stopping contributions

Once you're a member of NEST and the opt-out period has ended you might want to stop making contributions or take a break from contributing later on. NEST lets you do this.

If you choose to stop contributing, the contributions you've made so far will stay in your retirement pot.

Remember that while you're not contributing you won't get employer contributions from us either.

I have received information regarding auto enrollment and pension contributions

Today's Date

29/01/2024

Please Sign

A handwritten signature in black ink, appearing to be 'J. Jones', is written on a light pink rectangular background.

Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found at www.kpir.co.uk

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

Employment Business name and address	KPI Recruiting Ltd, 66-68 Nantwich Road, Crewe, Cheshire, CW2 6AL
Type of contract	Contract for services
Minimum rate of pay expected	Your minimum rate of pay will be the National Minimum Wage/National Living Wage which is in effect at the time of work. More information on these rates can be found at https://www.gov.uk/national-minimum-wage-rates
Intervals at which you will be paid	Paid each Friday a week in arrears
Costs and deductions required by law which affect your pay:	We are required by law to deduct income tax and national insurance from your wages. After three months engagement, we are also required to deduct pension contributions. We may also be instructed to deduct any County Court Judgements or attachment of earnings made against you.
Other costs and deductions that affect your pay:	
The amount of any other costs and deductions affecting your pay:	
Services or goods for which we will charge a fee to you:	Where PPE is provided and not returned at the end of your assignment a charge will occur for the cost of the PPE. This charge will be deducted from the final wage and will be no more than the cost of replacing the items. Steel toe capped boots Hi-Viz Vest
The amount (or where the amount cannot be stated, the method of calculation) of any fees for services or goods for which we may charge a fee to you:	We will make a charge for the provision of any Steel Toe Capped Boots and other costs that will be discussed as and when equipment is loaned to you. This charge will only occur if the PPE /equipment provided is not returned to KPI Recruiting Ltd at the end of your assignment. Deductions will only be made within the lawful parameters of Minimum wage and will not be made if the deduction reduces the hourly rate to below the minimum wage set at the current time.
Non-monetary benefits to which you are entitled:	
Holiday entitlement:	5.6 weeks' paid leave per leave year. This is calculated pro rata (28 days for a person who normally works 5 days/week, 22.4 days if you work 4 days per week, 16.8 days if you work a regular 3 day week).
Holiday pay:	Holiday is based on the average hours and pay earned over the whole previous 52 weeks. If you have not been working for a full 52 weeks the calculation will be based on the average over the total number of weeks worked.

Below is a representative example statement showing gross pay, costs and deductions, any fees charged and net pay for a weeks work. This is an example only and the amounts are dependent upon the pay rate and the hours that you actually work.

DESCRIPTION	TIME	RATE	AMOUNT	DEDUCTIONS	AMOUNT
Class 1 Driver	43.00	9.50	408.50	National Insurance	52.02
Class 1 Driver	5.50	11.50	63.25	PAYE Tax	80.20
Class 1 Driver	10.25	12.50	128.13	Employee Pension Contribution	19.28
				ADDITIONS	AMOUNT
GROSS	599.88	ADDITIONS	0.00	DEDUCTIONS	151.50
				NET DUE	448.38

Reference	Gross Year To Date	4726.37
Tax Code	Tax Year To Date	311.60
NI Number	Tax Week	52
NI Code	Free Pay	198.07
	Week-ending Date	29/03/2020
	Payment Date	03/04/2020
	Method of Payment	BACS



KPI Recruiting Ltd
 66 - 68 Nantwich Road
 Crewe
 Cheshire
 CW2 6AL
 01270 589943



PAY ADVICE

I acknowledge the Key Information Document

Signable Form Title

KPI Recruiting

Signable Form Provided by

KPI Recruiting

Date Assigned

29/01/2024

By signing this page, I confirm that I fully understand the content and agree to adhere to it at all times. I also agree that all the details provided in this document are accurate and complete to the best of my knowledge.

By ticking this box I consent to the company processing my data and the evidence of this document being stored within their system.

Signature



Name

Veeranjanyulu Batthula

Date Signed

29/01/2024 18:55:28

IP Address

94.197.118.192