



QUICKTEMP

DRIVER APPLICATION FORM

Thank you for your interest in joining Quicktemp. We are committed to ensuring that your work requirements are met whenever possible.

Our continuing success depends on how well we work together. To achieve this, there have to be agreed rules, guidelines and standards of conduct for all.

These are fully explained in the Staff Handbook in conjunction with the Policy and Procedures. Copies of these are available on our website quicktemp.co.uk

The amount of work that we receive from our clients depends not only on us, but also on your performance. Therefore we have some basic expectations of you which are listed in your terms of engagement. I have taken time out to summarise some of these for you;

- Please make sure you arrive on time for your placement, or preferably 10 minutes early. If you're running late, you must ring Quicktemp as soon as possible to advise us of this so that we can ring the client.
- You are our representative at the client; please ensure that you perform your expected duties professionally and willingly at all times.
- If you cannot make your shift, you must give adequate notice in order for a replacement to be arranged.
- Quicktemp will only pay on receipt of an authorised timesheet. Please ensure you submit your timesheet to us every week. Weekly payments are made provided the timesheet arrives by Monday 12.00pm for payment on Friday. We cannot guarantee that your timesheet has been received unless it is physically brought to us.

If for any reason you are unhappy with any aspect of the service that Quicktemp provides please feel free to contact our HR Dept on 0333 121 2324.

Prior to starting your first placement with us we ask that you familiarise yourself with your Terms and Conditions of employment. This information should provide you with all of the reference material you may require.

Please feel free to ask your contact within the organisation if there is anything that you are unsure of, as we are always here to help, 24 hours a day.

Thank you and welcome aboard.

A. PERSONAL DETAILS

Full Name

Address

Postcode

Email

Home Tel

Mobile Tel

Marital Status

B. NEXT OF KIN DETAILS

Full Name

Address

Postcode

Email

Home Tel

Mobile Tel

Relationship

C. PROFESSIONAL DETAILS

Driving Licence No

CPC Card

☐ YES☐ NO

Digital Tacho Card

☐ YES☐ NO

HIAB Card

☐ YES☐ NO

ADR Card

☐ YES☐ NO

CrossRail Card

☐ YES☐ NO

Forklift Card/Certificate

☐ YES☐ NO

Licence Type

☐ C+E (Class 1)☐ C (Class 2)☐ D (PCV)

☐ CI (7.5 Tonne)☐ B (Van/Car/3.5 Tonne)

How much UK experience do you have ?

☐ < 1 year☐ 1 - 2 years☐ 2 years +

D. PREFERRED POSITION(S)

☐ Van Driver☐ 7.5 Tonne Driver☐ 7.5 Tonne ADR Driver☐ HGV Class 1 Driver☐ HGV Class 1 ADR Driver

☐ HGV Class 1 HIAB☐ HGV Class 1 Level D☐ HGV Class 2 Driver☐ HGV Class 2 ADR Driver☐ HGV Class 2 HIAB

☐ HGV Class 2 Level D☐ PCV Driver☐ Forklift Operator☐ Biker/Motorbike☐ Car

☐ Driver's Mate☐ Warehouse Operative

What type of work are you looking for ?

☐ Temp☐ Perm☐ Part-Time☐ Full-Time☐ Contract

E. IMPORTANT INFORMATION

Have you had any previous claims within the last 3 years?

☐ YES

☐ NO

If YES please provide details

Have you ever had a conviction?

☐ YES

☐ NO

If YES please provide details

Number of sick days in last year

Have you suffered any disabilities or illnesses in past 3 years?

☐ YES

☐ NO

If YES please provide details

Do you have a full UK Driving License?

☐ YES

☐ NO

Do you own a vehicle?

☐ YES

☐ NO

Hi-Vis Jacket size:

DVLA Check Consent

☐

Please confirm how you intend to travel to work ?

How did you hear about us?

F. PAYMENT STATUS

Please confirm how you wish to engage with Quicktemp:

☐ I wish to be paid via an Umbrella Company - **Go to Section 1**

☐ I am on PAYE and wish for Quicktemp to deduct tax and NI from my payments - **Go to Section 2**

Section 1 - Umbrella: Please select your chosen umbrella company from our approved supplier list.
Please note: You will be paid via PAYE until you have been confirmed as fully compliant by your selected Umbrella provider.

<input type="checkbox"/> 1. Clipper Contracting	W: clippercontracting.co.uk/clipper-drive	T: 01305 233170
<input type="checkbox"/> 2. Orange Genie	W: info.orangegenie.com/quick-temp	T: 01296 489242

☐ I confirm that I wish to be paid by the above company and agree for Quicktemp to share my data with the named company.

Section 2 - PAYE: Complete if you wish to be paid via PAYE. This should be read in conjunction with the PAYE terms & conditions.

☐ A - This is my first job

☐ B - This is now my only job, but since 6th April I have had another job(s)

☐ C - I have another job or receive a state or occupational pension

Bank Name

Account Name

Account Number

Sort Code

G. YOUR REFERENCE DETAILS

• Please supply the names and work addresses of at least 2 professional referees. • One must be from your present or most recent employer. • You must have worked for that person for a period of more than three months duration. • All references must relate to employment over the last two years.

May we contact your referees prior to an interview? YES ☐ NO ☐

Reference 1

Name	Position	
Address		
Postcode		
Telephone number	Email address	
In what capacity has this person known you?		
Start Date (mm/yy)	End Date (mm/yy)	To Date <input type="checkbox"/>

Declaration

I can confirm that I have provided these referee details and that I give permission for Quicktemp to contact the above referee on my behalf.

Full Name	Signature	Date Signed
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Reference 2

Name	Position	
Address		
Postcode		
Telephone number	Email address	
In what capacity has this person known you?		
Start Date (mm/yy)	End Date (mm/yy)	To Date <input type="checkbox"/>

Declaration

I can confirm that I have provided these referee details and that I give permission for Quicktemp to contact the above referee on my behalf.

Full Name	Signature	Date Signed
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H. DECLARATIONS

Candidate Welcome Pack

- ☐ 1. I have received and understood the Candidate Welcome Pack which explains timesheets, availability, booking confirmations, booking cancellations, general communication and PPE.
- ☐ 2. Working Time Regulations (Domestic & EU Drivers' Hours and Working Time Rules)
I am confirming that I have complete understanding of Domestic and EU Drivers' Hours and Working Time Rules. I understand the required breaks from driving, daily driving hours, weekly driving hours, fortnightly driving hours, daily required rest, split daily rest, working day and weekly rest.
I confirm that it is my responsibility to adhere to these regulations
- ☐ 3. Quicktemp Agency Workers Handbook
I am confirming that I have read and understood the Quicktemp Agency Drivers handbook and promise to follow the rules and regulations as outlined in the book and in UK /EU driving laws.

Signed	Date
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Bank Details

- ☐ I have completed my bank details and confirm they are complete and correct. I hereby understand that any incorrect or incomplete details can result in a delay of my payment.

Signed _____

Date _____

Data Protection

- ☐ I agree that QuickTemp Ltd retains the right to hold this application and process any other data reasonably required in connection with the application process, and where necessary pass some or all of this data on to any authorised third party. I also agree for Quicktemp to retain these details for as long as reasonably necessary. I also authorise that Quicktemp may share my data with all group and associated companies for the purpose of finding me work. Further details of what information we collect and process, and details of rights you have in relation is set out in our Privacy Notice which is available on our website.

Signed _____

Date _____

Terms and Conditions

- ☐ I confirm that the information given in this application is, to the best of my knowledge, true.
- ☐ I am permitted to work in the UK.
- ☐ I understand that my registration is subject to the receipt of at least two satisfactory references.
- ☐ I undertake to inform QuickTemp should I be convicted of an offence in the future.
- ☐ I undertake to inform QuickTemp should my medical condition change that would affect my ability to perform my driving duties.
- ☐ I am clear and completely understand that QuickTemp cannot guarantee assignments and that they have no responsibility to pay for hours not worked no matter the situation.
- ☐ I confirm that I have read and agree to the QuickTemp Terms and Conditions.

Signed _____

Date _____