

STORM RECRUITMENT TEMPING TERMS & CONDITIONS

You will need the following to register with Storm for Temporary work.

- Current CV.
- Certificate of birth, passport or driver's license.
- Personal Public Service (PPS) Number.
- Bank details – Name, Address, Account Number, Sort code
- All requirements are verified before commencing work.

Dress Code

- Unless otherwise stated smart business, attire is required for all assignments if in a office
- If on warehouse or production position – please wear relevant clothing.

Health & Safety at Work

- In the case of an accident at work, please report the accident before you leave the premises.
- Inform Storm Recruitment.

Placements

- Storm Recruitment aim to accommodate your specific requirements regarding preferred location, hours, type of position etc..Be punctual – in the event of a delay inform Storm Recruitment by 8.00am.

Cancellations

- If you cannot undertake an assignment please inform Storm Recruitment.
- If a company cancels your assignment at short notice, we will contact you immediately and make every effort to find you a new assignment – please ensure that you are contactable at all times.
- One no show will result in the candidate being removed from our database.

Timesheets

- Please ensure that your Timesheets are written clearly in black ink with all sections completed including date, breaks taken etc., and all hours MUST be totalled and signed by a manager.
- Use a separate timesheet for each new assignment.
- It is your responsibility to ensure timesheets are signed by the relevant supervisor in your company and have the company name, address and week ending date. We

cannot process unsigned or incomplete timesheets.

- Storm Recruitment's system of payment is to fund your bank account each Friday a week in arrears provided timesheets are submitted to us by close of business on the previous Friday.

PPS/P45/Tax

- All new candidates must provide Storm Recruitment with their most recent P45 on commencement of your assignment. Failure to do so will result in immediate Emergency Tax deductions of 20% on the first €616 of taxable pay and 41% on the remainder for the first 8 weeks. In the absence of a P45 your PPS number must be provided, otherwise Emergency Tax of 41% will be deducted on everything!
- If you do not have a current P45, you must request a Tax Free Allowance Certificate from the Tax office based at 14-15 O'Connell St Upper, Dublin 1. Tel: 1890 333 425. This takes 2-3 weeks before issue.

Holiday and Bank Holiday Pay

- We are pleased to inform you that your holiday entitlement is 8% of basic hours worked. This is paid weekly on top of your wages.
- You are entitled to Bank Holiday(not public holidays) pay provided you have worked 40 hours during the 5 weeks ending on the day before that public holiday.

Sick Leave

- Sick leave is unpaid. ***You must contact your Consultant on the first morning of your absence before 8.00am*** and we will advise you from there. Do not contact the client directly as we need to establish if a replacement is required.

I agree to all the above

Signed (temp) _____

Date _____

Signed (consultant) _____

Date _____