

**Swift Office Cleaning Services (Hounslow) Limited**  
439 Great West Road, Hounslow, Middlesex TW5 0BY

**Starter Form for Cleaning Operatives**

Title: \_\_\_\_\_ Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone HOME: \_\_\_\_\_ Telephone MOBILE: \_\_\_\_\_

Email address: \_\_\_\_\_

Name and telephone of person to contact in case of emergency: \_\_\_\_\_

**Payroll information to be completed by Area Manager**

Employment Start Date:	Hours per Day:	Start:	Finish:
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Basic Hourly Rate of Pay:	Weekly Holiday Pay:
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Contract Name:	Date of Birth:
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Job Title:	Nationality:
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Employee Ref:	Area Ref:
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Gender:	National Insurance Number:
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Male Female

P45 supplied: <u>Yes/No</u>	Student Loan Repayment: <u>Yes/No</u>	DBS Check: <u>Yes/No</u>
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Home Office Documentation: \_\_\_\_\_

Nest Pension Scheme membership: automatic/requested Name of current pension scheme: \_\_\_\_\_

Proof of identification is essential. Photocopy of original document taken and attached to this form confirming entitlement to work in the UK together with a utilities bill confirming home address ..... Yes/No

Passport Number: \_\_\_\_\_ Country: \_\_\_\_\_

You must write: *The date on which this right to work check was made* *on each copy*

Bank/Building Society Name:	Name of Account holder as stated on account:
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Bank Account Number	Sort Code
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Bank Account Number	Sort Code
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Building Society Role Number

Building Society Role Number
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I confirm I have checked the applicant is eligible to work in the UK.

Signed by Area Manager \_\_\_\_\_ Date \_\_\_\_\_

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act), section 24B of the Immigration Act 1971, and Schedule 6 of the Immigration Act 2016. The Act requires all employers in the UK to make document checks on every person they intend to employ. You will commit a criminal offence under section 21 of the 2006 Act, as amended by section 35 of the Immigration Act 2016 if you know or have reasonable cause to believe that you are employing an illegal worker. As the person responsible for offering work to cleaning operatives, **you** are responsible for checking they are eligible to work in the UK. This document checking process and should be done before the operative carries out any work.

**Employee declaration for Eligibility for Employment**

To comply with the Immigration, Asylum and Nationality Act 2006 (the 2006 Act), sections 15 to 25, section 24B of the Immigration Act 1971, and Schedule 6 of the Immigration Act 2016. I understand that any offer of employment will be subject to the provision of documentation showing my entitlement to work in the UK. I declare that I am currently eligible for employment in the UK and have provided documentation to demonstrate this. If you do not have a share code, you will need to show your original documents. An EU, EEA, or Swiss citizen, can continue to use their passport or national identity card to prove they can work in the UK until 30 June 2021. <https://www.gov.uk/view-right-to-work>

Right to Work Share Code									
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**Employee statement. You need to select only one of the following statements A, B or C. You must choose the correct statement. If you do not choose the correct statement you may pay too much or too little tax.**

**A. Do not choose this statement if you receive a State, Works or Private Pension.** Choose this statement if the following applies: This is my first job since 6 April and since the 6 April I've not received payments from any of the following: • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit

A

**B. Do not choose this statement if you receive a State, Works or Private Pension.** Choose this statement if the following applies: Since 6 April I have had another job, but I do not have a P45. And/or since the 6 April I have received payments from any of the following: • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit

B

**C. Choose this statement if: you have another job and/or you receive a State, Works or Private Pension**

C

**Do you have a Student Loan which is not fully repaid, and all the following apply?**

- You left a course of UK higher education before last 6 April.
- You received your first Student Loan instalment on or after 1 September 1998.

Yes

No

**Confidentiality Agreement and Data Protection Act 1998**

By signing below you agree that, during your employment and after its termination, you will not use, divulge or communicate to any person, firm or organisation (except in the proper course of your duties during your employment by Swift Office Cleaning) any of the trade secrets, staff personal details or other confidential, technical or commercial information of Swift Office Cleaning, its staff, its clients and their staff relating to the business, organisation, accounts, analysis or other affairs of Swift Office Cleaning, its staff, its clients and their staff which you may have received or obtained or which has come to your knowledge while working for Swift Office Cleaning. Information concerning Swift, its staff, its clients and their staff is strictly confidential and must not be disclosed to unauthorised persons. This obligation shall continue in perpetuity. The use of mobile phones or devices whilst on client's premises is not permitted. Disclosures of confidential information, trade secrets or disclosures of any data of a personal nature can result in prosecution for an offence under the Data Protection Act 1998 or an action for civil damages under the same Act in addition to any disciplinary action taken by Swift Office Cleaning which may lead to dismissal. Swift may pursue you for all liabilities, costs, (including legal costs) expenses, damages and losses suffered or incurred by Swift Office Cleaning Services arising from any breach of this agreement and/or from the acts or omissions of you or someone representing you.

Swift staffing policies, procedures and health and safety information are available to view on the Company website [www.swift-cleaning.co.uk](http://www.swift-cleaning.co.uk) and it is a requirement that you visit this website to familiarise yourself with our procedures using the staff login found at the bottom of the Welcome page. You will be issued with a username and password. You should visit the web pages regularly and at least every three months for updates and refresher information. Your username and password must be kept confidential and not disclosed or shared with anyone else.

**General Data Protection Regulation**

The information provided on this form is used for the verification of identity and legal entitlement to work in the UK. It enables the administration of payroll, accounts and record keeping and is in our legitimate interest to collect it. We will not share the information given with third parties unless to prevent fraud or if we are legally required to do so. For further information on how your information is used, how we maintain the security of your information, and your rights to access the information we hold on you please contact Mr D Gazdic, Works Director, Swift Office Cleaning Services Limited, 439 Great West Road, Hounslow TW5 0BY Tel 0208 577 3200.

**Swift Website** [www.swift-cleaning.co.uk](http://www.swift-cleaning.co.uk) – Staff Login

Username: staff

Password: swift

- ❖ I agree my personal data may be processed by Swift Office Cleaning for the above specified and lawful purposes. I have the right to withdraw consent at any time.
- ❖ I confirm I have been given the username and password and will view the Swift staff web pages regularly to keep informed on terms and conditions, policies and procedures relating to my employment.
- ❖ I confirm that the information given on this form is true and complete. Any false statements may be enough cause for dismissal.
- ❖ I understand and that I am bound by a duty of confidentiality and agree to adhere to the above conditions and my personal responsibilities to comply with the requirements of the Data Protection Act 1998.
- ❖ I confirm that I have read and agree on the conditions above and have received, signed and agree on the Swift Terms and Conditions for Cleaning Operatives Ref TCECO\_\_\_\_\_.

Signed by Employee \_\_\_\_\_

Date \_\_\_\_\_

Workers whose home country is in the EU, EEA, or are a Swiss national, must produce documentation showing their Nationality and can work without restrictions until January 2021. The EU countries are Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom. EEA countries Iceland, Lichtenstein and Norway. Turkish nationals require a visa to work.