



Head Office: Governor House, 47 Kent Road, Leeds, LS28 9BB

Tel: 0113 278 7808

London Office: East Side, Kings Cross, London, N1C 4AX

Tel: 0207 431 1327

Website: www.linkcommunication.co.uk

Email: info@linkcommunication.co.uk

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## Field Marketing Casual Promotion Staff Application Form 2018

Please print out & fill in all sections, writing as clearly as possible. Attach a recent photo and post back to:

**Applications, Link Communication, Governor House, 47 Kent Road, Leeds. LS28 9BB**

Please attach a copy of your work permit or visa if you are from outside of the EU.

Attach  
photo  
here

First Name		Last Name	
Sex (Male/Female)		D.O.B.	
Home Address			
City		Postcode	
Mobile Phone No.		Network Provider	
Home Phone No.			

Do you have accommodation in any other cities? (eg: your parents address if you are at university)

### EMERGENCY CONTACT – Please list your next of kin in case of emergency.

Relationship		Their Name	
		Mob No.	

### MODELS SECTION – Please fill in the below section if you are interested in modeling work.

Height		Weight		Hair Colour	
Eye Colour		Inside Leg		Shoe Size	
Waist		Dress Size		Chest/Bust	
Hip		Suit Size		Neck Size	

### WAGE PAYMENT DETAILS

You will be paid via BACS, on the last Friday of each month. In order to process your wages, we must have the following details.

These are kept on a secure database and deleted as soon as employment is permanently terminated.

**(Please ensure you also complete and attach your P46 Tax Form)**

Account Number		Sort Code		N.I. Number	
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### ABOUT YOU

Reason(s) for applying:

How/Where did you hear about us?

Have you already worked for us? If 'yes', what did you do?

### WORK EXPERIENCE & QUALIFICATIONS

Please list two employers whom we may contact for professional references. Ideally these should be related to promotions or field marketing but can also be from any other industries. Please list the summary job title, duration of employment & company name.

**\* Important – Please attach a copy of your current CV to this application form \***

Ref 1 Job Title		Duration		Company	
Ref 2 Job Title		Duration		Company	
Car Driving Licence	Yes/No	Car Owner	Yes/No		



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## CRIMINAL SCREENING

Have you ever been convicted of a criminal offence, charged with an offence which you think relevant to disclose, or are you at present, the subject of criminal charges? *If you answer YES, please record the details on the reverse.*

## EMPLOYMENT ELIGIBILITY

Are you legally entitled to work in the UK?

## LOCATION VERIFICATIONS

To prove to our customers that you are actually on location - working as you have agreed to – we occasionally need to verify your location.

This is a very simple, opt in and out system, worked off your mobile phone. You would only ever be checked on when you are out on a job for Link Communication, and you will always have the option to opt in or out of the location verification (at any time), via a simple one word SMS.

This is one of our terms of employment, which by signing this document you agree to.

# OFFICIAL LETTER OF ENGAGEMENT

I am pleased to confirm the conditions under which Link Communication may be able to offer you work:

## Nature of Engagement

## Link Communication and Casual PR Worker

### 1 DEFINITIONS

1.2 For the purposes of this agreement, the above named member of staff will be termed "Casual PR Worker".

### 2 TERMS OF ENGAGEMENT

2.1 For the avoidance of doubt, your legal status is that of a "worker". This letter and any attachments do not therefore constitute a contract of employment between you and the company.

2.2 You will be engaged as a 'casual worker' for the duration of the agreement. You will be contacted when we have work in your area and you can accept or decline the work at your discretion. Work will be offered to you on an "ad hoc" basis as and when there is a requirement for work to be done. Work may be offered to you on an hourly, daily, weekly or other basis. Attendance during periods of work will be as agreed between yourself and the Operations Manager. When you have agreed to attend for work and are unable to do so, you are required to notify us immediately.

2.3 The duration of the contract is ongoing until either the Casual PR Worker or Link decides to terminate the contract.

2.4 You are free to accept or decline such offers of work. You are not guaranteed continuous work and we are under no obligation to offer you further or particular periods of work. If there is a shortage of work our use of your services will cease without payment. No contract shall exist between the company and yourself in the periods between agreed periods of work.

2.5 Although you are free to engage in other work, if you already have or are considering any additional work, you should notify us so that we can discuss any implications arising from the current working time legislation.

2.6 You are required to give one days notification to the company should you wish to cease providing your services during an agreed period of work (unless the agreed period is shorter, in which case you must work to the end of the agreed period). You will be given one days notification by the company should your services no longer be required during an agreed period of work (except where the agreed period is shorter, or you are deemed to be in breach of the required standards, in which case your contract may be terminated immediately).

### 3 PENALTIES

3.1 Depending on circumstance and at Link Communication's discretion, the costs of finding a replacement for missed shifts may also be liable against wages.

3.2 You will be deducted £5 if you fail to arrive to the shift on time and if your mobile phone is not switched on for the duration of the work.

3.3 If you are given a camera and do not return this within 5 days, then £10 will be deducted from your total wage.

3.4 If for any reason you cannot undertake a pre-agreed job you must give at least 48 hours notice, so that we may find a replacement. In the event of you being too ill to work or unavailable at the last minute, you must make every attempt to find a suitable replacement to take your place. If you let us down on more than ONE occasion, you will be blacklisted.

3.5 Deductions from pay will be made for: lateness, overpayments, any fines imposed by relevant authorities, damage to company, client, employees' or workers' property however it arises, failure to return any company property which is in your possession or for which you have responsibility for, for the additional costs of covering your work should you fail to give the agreed advanced notification to end an agreed period of work. Deductions will be made from the next payment due and/or any monies outstanding at the end of your contract. Any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss. In the event of failure to pay, we have the contractual right to deduct such costs from any payment due.

### 4 REMUNERATION

4.1 The base salary for this position starts at £7.50 per hour, and will be unless stated otherwise. Increases to this will be according to complexity of task and responsibility of job role and will be outlined in advance of accepting individual campaigns. Please refer to your Confirmation of Work Email.

4.2 All remuneration shall be paid in accordance with the payroll policies of Link Communication and subject to such deductions as may be required by applicable laws and regulations.

4.3 You are entitled to paid annual leave in accordance with the relevant statutory provisions. For part years of service, entitlement will be calculated on a pro rata basis. You will not be entitled to any payment for bank holidays or public holidays unless you are actually required to work them. Your holiday entitlement will be paid at the rate of 10.17% of your hourly rate of pay for each hour worked, rising to 12.07% for hours worked on or after 1st April 2009. The holiday element of your payments will be separately identified on your payslip.

4.4 Payment will be made at the agreed rate one week or one month (as initially agreed) after submission of the invoice and/or time sheet and/or materials sheet. Statutory deductions such as income tax and NI contributions will be made from the payments unless you have confirmed to us in writing you have made other arrangements with the statutory bodies.

4.5 Non-submission or incorrectly completed documentation will result in delayed payment.



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- 4.6 Any queries regarding payment should be raised with the Operations Manager.
- 4.7 Any absence, for whatever reason, must be reported at the earliest opportunity on the day in question to enable any necessary alternative arrangements to be made. Such notification should be made personally and directly to the Staffing or Campaign Manager who has provided you with the Confirmation of Work.
- 4.8 The company does not operate contractual sickness and injury schemes for Workers.

**5 REIMBURSEMENT OF EXPENSES**

- 5.1 Reimbursement for travel is only permitted where agreements have been made with and agreed in writing by Link Communication's Campaign Manager.

**6 BEHAVIOUR**

- 6.1 Your mobile phone must be charged, on and audible. You must only use it for Link Communication related calls (not take any personal calls while on your shift).
- 6.2 You are to return any missed calls from Link Communication ASAP.
- 6.3 If anyone asks for information regarding the promotion be very friendly, polite and enthusiastically explain the details on the brief.
- 6.4 If you are uncertain of any aspect of your work remit or questions asked, please call Link Communication directly.
- 6.5 Link Communication will not be responsible for the theft or loss of any personal items.
- 6.6 You must turn up to jobs looking smart and well groomed. Men cleanly shaven, well dressed with neat and tidy hair. Females should look smart, well groomed and with appropriate make up. Do not wear scruffy jeans, untidy or dirty clothes or excessive jewellery. No facial piercings and cover up overtly visible tattoos.
- 6.7 During each individual period of work, you will be subject to the rules and procedures contained in the attached rules and procedures documents. You are responsible for maintaining high standards of work, personal behaviour and conduct. The Manager to whom you are accountable has the authority to suspend or terminate your Contract of Work, prior to the conclusion of any agreed period of work, should there be a breach on your part of the relevant standards.

**7 HEALTH & SAFETY AT WORK**

- 7.1 Under Health & Safety legislation each individual has a legal responsibility for their own welfare and for the health and safety of others. Any queries you may have relating to health & safety matters should be raised in the first instance with the Campaign Manager who provided you with the activity instructions. Always work safe.

**8 EQUAL OPPORTUNITIES**

- 8.1 The company provides equal opportunities and is completely committed to the principle of equality regardless of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability. The company will apply policies that are fair, equitable and consistent with skills and abilities. You have a duty to support us in implementing these policies to ensure equality of opportunity.

**SIGNATURE OF AGREEMENT OF ENGAGEMENT AND DECLARATION OF TRUTH:**

*I confirm that the information given on this form is true, accurate, and no information requested has been omitted. I accept that if I do not fully comply with these requirements, Link Communication will have the right to cancel this arrangement and I shall have no claim of any type against them.*

On Behalf of PR Worker

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Dated \_\_\_\_\_

On behalf of Link Communication – OFFICE USE ONLY

Print Name

\_\_\_\_\_

Signature

Dated

\_\_\_\_\_

**Please ensure you complete all above forms and return, along with:**

- Your completed application form & CV
- P46 Tax Form - **VERY IMPORTANT** (We need this to pay you your wages).
- Copy or printed photo of the photo page from your passport, or a copy of your driving licence