

Job Sheet No

Full Name

Job Profile.....

Name of Authority and Location of Work

Band No.....

Booking Ref.....

Day	Date	Start Time	Finish Time	Break Time (eg 30 minutes)	Total Hours Worked	Mileage	Clients Initials
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Number of hours worked excluding breaks							

" I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the hours/shifts detailed on this time sheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceeding. I consent to the disclosure of information from this form to and by the NHS body and the NHS CFSMS for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud "

Any questionable Time Sheet must be immediately brought to the attention of the local County Fraud Specialist (within England) or you may report any case of fraud, in confidence to the NHS Fraud and Corruption Reporting Line on **07766627625 - 07944433379 - 01183271474** (within England)

Print Full Name	Signed	Date
Printed Name of Authorised Signatory	Position of Authorised Signatory	
Signature of Authorised Signatory	Date and Time of Signing by Authorised Signatory	

TERMS & CONDITIONS

Vital Care Recruiters

TERMS AND CONDITIONS OF USE (TEMPORARY WORKERS)

1. These Terms and conditions are between Vital Care Recruiters ("Agency") and the Employer ("The Client") the engagement and signing the nurse/carer/domestic worker timesheet introduced by the and it's accepted the words by virtue of Agency

Definitions

- a) Through the agreement the words **Client, You, Your** means the Industrial Area, Hospital, Care/Nursing Home and or it's representatives authorised to sign trade documents on behalf of clients where we send staff to work.
- b) The trade documents mentioned here include Vital Care Recruiters time sheets acceptance form etc. These documents may vary from time to time
The word **"our"** or **"us"** refer to Vital Care Recruiters.
- c)

2. **Agreement:** We agree to provide and supply you with staff

3. cover for use as specified at time of booking.

Each time you request for staff covers from Vital Care Recruiters

4. you will be required to sign the time sheet . If for some reason you do not sign the time sheet but allow the staff to work for **You, You** will still be charged for the hours the nurse/carer/domestic was with you. Staff cover facility will be withdrawn if subsequent staff orders result in you exceeding you credit limit, as defined below.

5. **Credit Limit:** The credit limit- the sum specified on the front of your offer letter containing rates. This limit may from time of time and notification will be given to you of such charges.

Statements: You will be sent a monthly statements detailing all items charged to you. You will be required to pay the full balance shown on the statement within 7 days following the statement date. Any account which remains outstanding after this date will be put on hold until such a time as the outstanding balance is paid. In addition any other sum due to us will be payable in full immediately irrespective of the terms contained in the earlier clause. The company reserves the right to charge interest on any overdue amounts at the rate 3.5% per annum above the base rate from time to time of Lloyds bank from the date due till the date of payment.

6. **Payments:** Payments will only be acknowledged to have been made when received by us and credited to your account. Payment will be applied first in payments of all interest shown on the latest and previous statements.

7. If within six months of introduction to you of the temporary worker of his /her assignments with (which ever is the later) you agree to engage or make use of temporary worker in a capacity, you will be liable to an introduction fee of £2481.60 including VAT. This fee will apply even if you decide to terminate the employment of staff because we are making a claim for an introduction fee.

8. The Agency guaranties that all staff supplied by Vital Care Recruiters have been interviewed and screened by qualified personnel and references have been taken up every effort is made to ensure the staff supplied is of good standard, competent and with integrity. At the time of booking, the client will specify the grade, experience and qualification for staff required.

9. The charge made for the services of temporary worker will be in accordance with scale of the charges advised to you at the time of the booking. The charges will consist of temporary Nurse/Carer/Support Worker/Domestic Worker pay, VAT at the current rate arising on our commission and Employer's National Insurance Contributions. These charges night vary time to time after reasonable notice has been given. You are responsible for providing adequate insurance whilst the temporary worker is under your direction and control the extent that the temporary worker and ourselves have benefit coverage for any liability which arises. The temporary worker is deemed to be under your direction and control for the duration of his/her assignments. You are responsible for complying with the provisions of the Offices, Shops and Railways Premises Act 1963, The Health and Safety at work Act 1974 and any regulations made under these acts and you will solely be responsible for any liability arising there under and indemnify Vital Care Recruiters and/or temporary worker against any liability, loss or damage whatsoever arising there under in connection with the assignments of the temporary worker. The client is responsible of the supervision and control of the personnel supplied of the duration of the assignment. In the event that a temporary proves to be unsatisfactory and the booking is more than 7 hours, the Agency may reduce or cancel the charge for the time worked by the temporary worker, provided that the temporary worker leaves the assignment within 2 hours and the notification is given by phone to the Agency within 24 hours and is confirmed in writing by the Client within 24 hours. Where the services of the temporary worker are to be used in a residential capacity, board and lodging charges should be negotiated separately with the temporary worker. Under normally circumstances the services of the temporary worker engaged by You must not be used for more than eight consecutive hours (day duty) for twelve consecutive hours (night duty) in any period of 24 hours and must not have less than an hour break during such 8 or 12 hours period.
10. Insurance Contributions. These charges night vary time to time after reasonable notice has been given. You are responsible for providing adequate insurance whilst the temporary worker is under your direction and control the extent that the temporary worker and ourselves have benefit coverage for any liability which arises. The temporary worker is deemed to be under your direction and control for the duration of his/her assignments. You are responsible for complying with the provisions of the Offices, Shops and Railways Premises Act 1963, The Health and Safety at work Act 1974 and any regulations made under these acts and you will solely be responsible for any liability arising there under and indemnify Vital Care Recruiters and/or temporary worker against any liability, loss or damage whatsoever arising there under in connection with the assignments of the temporary worker. The client is responsible of the supervision and control of the personnel supplied of the duration of the assignment. In the event that a temporary proves to be unsatisfactory and the booking is more than 7 hours, the Agency may reduce or cancel the charge for the time worked by the temporary worker, provided that the temporary worker leaves the assignment within 2 hours and the notification is given by phone to the Agency within 24 hours and is confirmed in writing by the Client within 24 hours. Where the services of the temporary worker are to be used in a residential capacity, board and lodging charges should be negotiated separately with the temporary worker. Under normally circumstances the services of the temporary worker engaged by You must not be used for more than eight consecutive hours (day duty) for twelve consecutive hours (night duty) in any period of 24 hours and must not have less than an hour break during such 8 or 12 hours period.
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No variation in these terms of business is valid unless confirmed in writing by a Director of Vital Care Recruiters.

14. Although every effort is made to select only temporary workers with the best qualities and abilities, we can not accept any liability whatsoever whether direct or indirect, contingent or consequential for any cost, claims, damages or expenses in connection with the introduction of temporary worker or from the negligence, dishonest, misconduct or lack of skill or incompetence of the temporary worker from any other cause whatsoever.
Public holiday rates apply on all statutory public holidays midnight to midnight. In addition, public holiday rates will apply from 6pm on Christmas Eve and New Year Eve.
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