

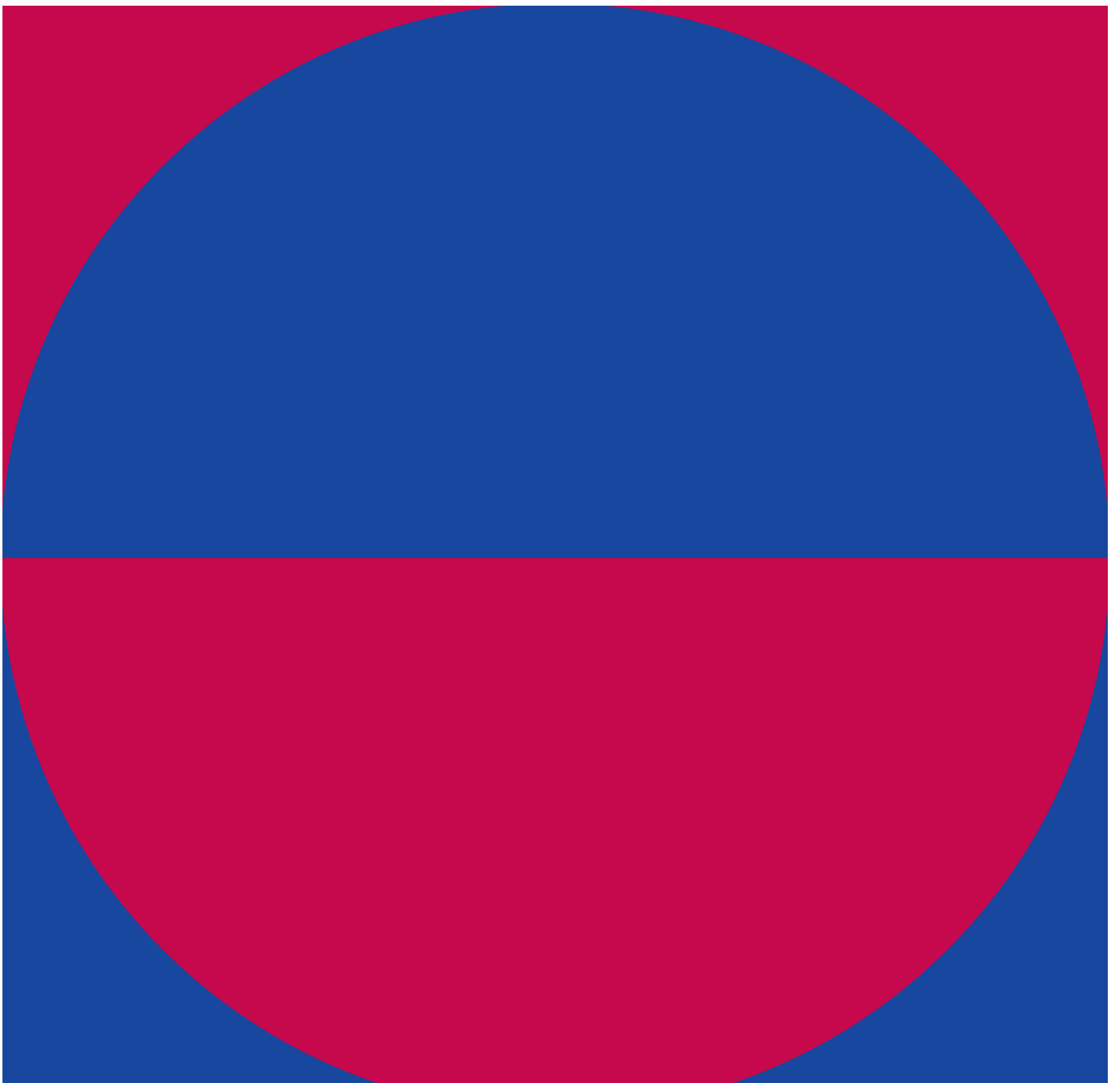


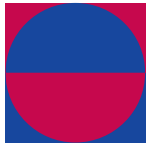
Building Services Engineering **EMPLOYMENT AGENCY ALLIANCE**

**Membership
Application
Form**

**Schedule of
Fees**

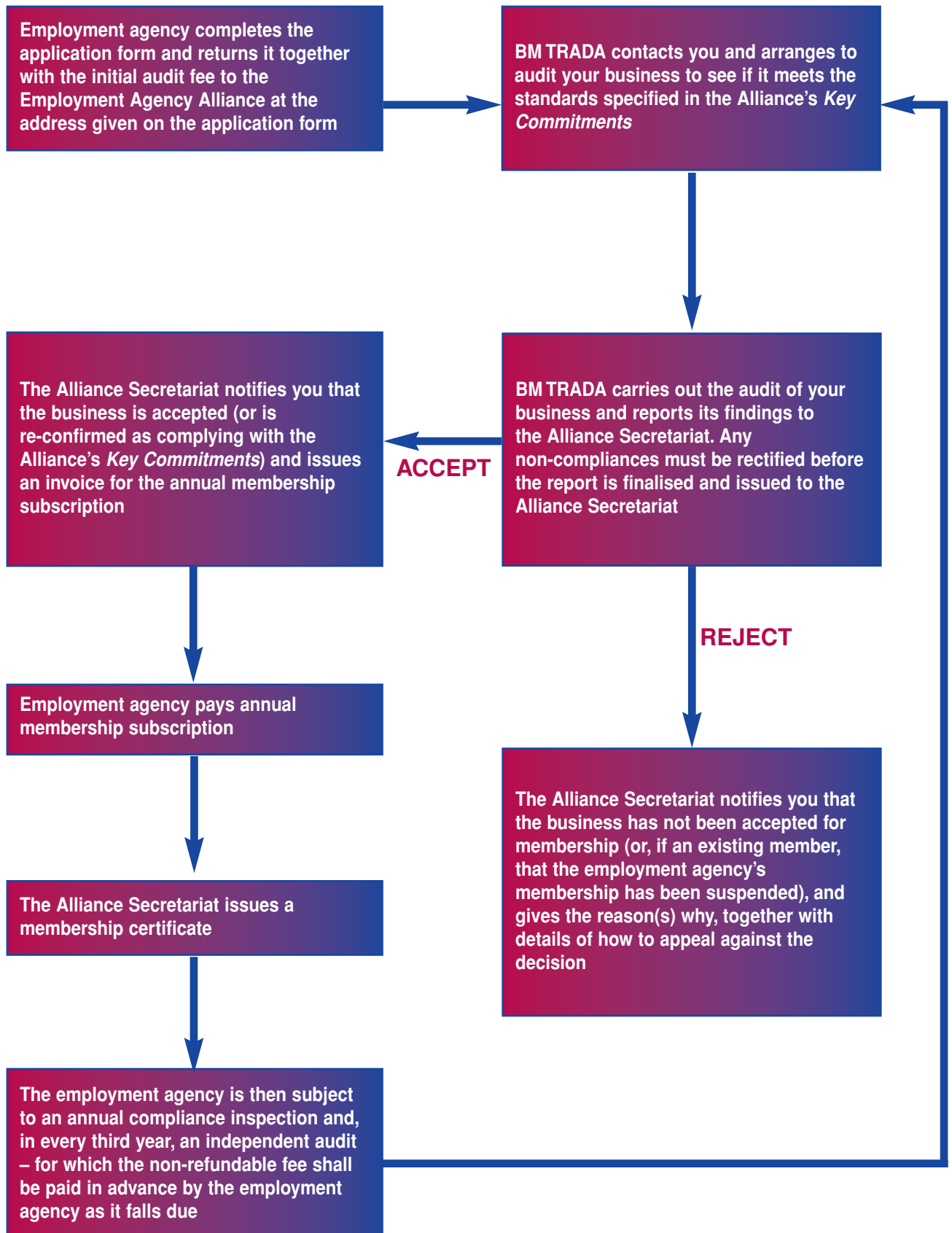
**Membership
Application
Flow chart**





Building Services Engineering EMPLOYMENT AGENCY ALLIANCE

Membership Application Flowchart





Building Services Engineering EMPLOYMENT AGENCY ALLIANCE

Membership Application Form

Notes:

1. Please complete both sides of this form as far as possible, as this will provide the information required to prepare for the audit of your organisation
2. Please use additional sheets if necessary
3. All information will be treated in confidence

YOUR ORGANISATION

Organisation name:

Address:

.....

.....

Tel:..... Fax:.....

e-mail: website:.....

Contact:..... Position:.....

Are you part of another organisation? (if so, please give details)

.....

Do you trade under any other names? (if so, please give details)

.....

Total number of employees

If you provide your agency services from more than one location, please give details below:

Number of branches:

Location(s).....

Specialism (if applicable).....

Please provide details on agency worker numbers:

Monthly average number of agency workers on active hire

Monthly average number of agency workers within mechanical sector

Monthly average number of agency workers within electrical sector

Year business was established

Year business commenced agency services within the building services engineering sector

YOUR MANAGEMENT SYSTEMS

The following information will help assist the auditing process

Do you have a quality management system which covers the following:

- | | | |
|--|------------------------------|-----------------------------|
| Training procedures and records for your agency's employees | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ensuring agency workers' skills meet clients' requirements | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Monitoring of agency workers' performance | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Conditions of contract and/or service level agreements with client | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| PAYE tax and NIC compliance standards | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Customer complaints resolution procedure | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Do you have health and safety systems and procedures in place which cover the following:

- | | | |
|---|------------------------------|-----------------------------|
| Assessment of the potential risks relating to placements | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Communication to agency workers of health and safety requirements | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ongoing monitoring systems for agency workers | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Do you have the following employment systems in place:

- | | | |
|--|------------------------------|-----------------------------|
| Equal opportunities policy | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Terms of engagement for agency workers | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Accounting, bookkeeping and payroll services | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

DECLARATION

I, the undersigned, declare that the information given is correct to the best of my knowledge, and that the business wishes to apply for membership of the Building Services Engineering Employment Agency Alliance. I enclose a cheque for the initial audit fee.

SignedDate

NamePosition

Send your completed application form, and cheque for the initial audit fee, to:

Building Services Engineering Employment Agency Alliance

Old Mansion House
Eamont Bridge
Penrith
Cumbria CA10 2BX

*Cheques should be made payable to: **BSE Employment Agency Alliance***

General membership application enquiries

Website: www.agencyalliance.co.uk

Tel: 01768 860449

Fax: 01768 860401

More information on all aspects of the



**Building Services Engineering
EMPLOYMENT AGENCY ALLIANCE**

can be downloaded from the

Alliance's website at

www.agencyalliance.co.uk

Esca House 34 Palace Court London W2 4JG

Tel: 020 7313 4900

Fax: 020 7727 9268