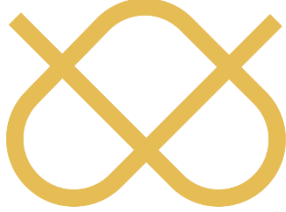


19  07

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# UTTOXETER

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RACECOURSE

## **CASUAL WORKER APPLICATION PACK**



Dear Applicant,

Thank you for showing an interest in Uttoxeter Racecourse, founded in 1907 and still dedicated to delivering first class racing 100 years on. We don't just apply passion, dedication and excellence to our race days, we share these values with the team that makes it happen. We pride ourselves on delivering the best customer experience to the highest standard, to achieve this we need you. Uttoxeter Racecourse has a reputation for building strong relations with our casual team and continue to provide an exciting and pleasurable working environment.

The racecourse welcomes applicants from all sectors regardless to your previous work history, if you are looking for a vibrant and pleasurable working atmosphere, feel that you have the skills to deliver a truly unforgettable day for our guests, then look no further. If you are successful at interview stage, you will be asked to return to the racecourse for an induction and training evening. Once your application is complete along with your induction, we will add you to our database of casual workers, we will contact you throughout the year with available working dates.

Please note however that as a casual worker the Company is not required to offer you work, nor to guarantee to provide you with any opportunities for further work. Conversely you do not have to accept any work that is offered to you.

The purpose of this letter is to set out the terms which will apply to you on each specific occasion upon which you provide services to the Company. Each occasion upon which you provide services to the Company is considered to be separate and therefore there is no continuity in terms of the provision of these services, from one occasion to another.

We would now ask that you read through and complete all fields in the Casual Worker Application Pack, we will hold this on site under the Data Protection Act 1988 for our records.

We will issue you with a copy of our Casual Worker Handbook, by signing the terms and conditions you agree that you have read and understood its contents. Any person wishing to work for the Company on a casual basis will be required to agree to these terms and conditions.

Should you require any further information or have any queries regarding anything mentioned in this letter, please do not hesitate to contact The Staffing Manager, Adam Richards-Brandt on 07572140431 or email [arichardsbrandt@uttoxeter-racecourse.co.uk](mailto:arichardsbrandt@uttoxeter-racecourse.co.uk) to discuss your query in more depth.

Please follow the steps in this application pack and complete all fields, failure to supply all information required will delay your application in being processed.

Best regards

***Adam Richards-Brandt.***

## CASUAL WORKER APPLICATION FORM

### PRIVATE AND CONFIDENTIAL

Please ensure ALL sections are completed



### SECTION 1- Personal Details

POSITION APPLIED FOR:

SURNAME:

FORNAME:

TITLE:

DATE OF BIRTH:

CURRENT ADDRESS:

POST CODE:

TELEPHONE NO:

MOBILE NO:

EMAIL ADDRESS:

NATIONAL INSURANCE NO:

NATIONALITY:

GENDER:

DO YOU REQUIRE A PERMIT/VISA?  
TO WORK IN THE EU?

**PLEASE CONTINUE ON NEXT PAGE**



**SECTION 2- Bank Details**

BANK NAME:

ACCOUNT NO:

SORT CODE:

BUILDING SOCIETY ROLL/REF NO:

ACCOUNT NAME THAT APPEARS  
ON BANK CARD:**SECTION 3 - Emergency Contact**

NAME:

ADDRESS:

RELATIONSHIP:

CONTACT TELEPHONE NO:

**SECTION 4- Employment History**

COMPANY NAME:

JOB TITLE

EMPLOYED FROM:

EMPLOYED TO:

REASON FOR LEAVING:

BREIF DESCRIPTION OF ROLE:

**PLEASE CONTINUE ON NEXT PAGE**

**EMPLOYMENT HISTORY CONTINUED**

COMPANY NAME:	<input type="text"/>
JOB TITLE	<input type="text"/>
EMPLOYED FROM:	<input type="text"/>
EMPLOYED TO:	<input type="text"/>
REASON FOR LEAVING:	<input type="text"/>
BREIF DESCRIPTION OF ROLE:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
COMPANY NAME:	<input type="text"/>
JOB TITLE	<input type="text"/>
EMPLOYED FROM:	<input type="text"/>
EMPLOYED TO:	<input type="text"/>
REASON FOR LEAVING:	<input type="text"/>
BREIF DESCRIPTION OF ROLE:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

**SECTION 5 – Declaration**

CRIMINAL CONVICTION'S YES/NO: (PLEASE STATE)	<input type="text"/>
PAY RATE:	<input type="text"/>
CASUAL WORKER SIGNATURE:	<input type="text"/>
STAFFING MANAGER SIGNATURE:	<input type="text"/>

**PLEASE CONTINUE ON NEXT PAGE**

## PLEASE READ AND SIGN AT THE BOTTOM

### Casual Workers Terms & Conditions

The terms that will apply in relation to each separate occasion upon which you may be offered work at Uttoxeter Racecourse are:

- 1 You may be offered work from time to time, in accordance with the fluctuating needs of the business. If, after accepting an offer of work on a particular day, you subsequently decide not to attend for any reason you should give the Company as much notice as you can, and if possible a minimum of two days' notice, so that the Company can make alternative arrangements.
- 2 You should note that in the event that the Company does not require you to work, as a result in a change in business requirements, then there will be no obligation on the part of the Company to compensate you for those hours which had been previously agreed with you, but are no longer required of you.
- 3 As a member of the Company's pool of casual workers you could be offered work in a number of areas within the relevant racecourse depending on operational requirements. Your duties will therefore be as informed to you on each separate occasion upon which you are offered work.
- 4 Casual workers are only paid for hours actually worked (commencing upon arrival at a racecourse for duty, and finishing when you depart the racecourse having completed your duty). The current rate of pay will be confirmed to you prior to commencing work and is paid monthly in arrears normally on the 25<sup>th</sup> of every calendar month by BACS for all hours/days scheduled and worked by you in the previous calendar month.
- 5 Under the Working Time Regulations casual workers are entitled to 5.6 weeks paid holiday per year. The Company's holiday year runs between 01 January and 31 December. Due to the casual nature of your engagement with the Company, holiday entitlement will be calculated as hours worked and accrued in a specific calendar month. Your holiday entitlement of 5.6 weeks is equivalent to 12.07% of hours worked over a year, therefore if you were to work 10 hours in a calendar month, you would be entitled to 72.6 minutes paid holiday (i.e. 12.07 divided by 100 multiplied by 10 hours = 1.21 hours = 72.63 minutes).

You are required to request your holiday pay by completing a holiday form and submitting it to your Staffing Manager. You will not be automatically paid for accrued holiday.

You must take all accrued holiday before the 31 December. It will not be possible to carry forward any outstanding holiday allowances to the next year; therefore, any holidays not requested and taken before the 31st December each year will be lost.

To obtain confirmation of holiday accrued you are to contact your Staffing Manager who will supply you with this information.

- 6 As a casual worker, you are representing the Company. You must therefore be courteous, pleasant and smartly presented at all times. Where you are required to wear a specific uniform, this will be provided to you and must be returned at the end of your working day in good order. We reserve the right to deduct from your pay the cost of any damage caused by negligence on your part to uniforms or other equipment provided to you.

PLEASE CONTINUE ON NEXT PAGE

- 7 Should your contact details change, please ensure that the Racecourse Office have been notified accordingly.
- 8 The Company may inform you that your name will be removed from the pool of casual workers or terminate any arrangement with you under the terms of this letter at their discretion or if you have not carried out your duties in a proper manner, or if you have behaved inappropriately or for any other reason. In such circumstances these terms will terminate with immediate effect without the right to compensation.
- 9 You may have access to confidential information and trade secrets whilst carrying out work for the Company. You agree not at any time to use for your own purposes, divulge to any third party or cause any unauthorised disclosure of any such trade secrets or confidential information relating to the Company including (without limiting the generality of the above) information relating to employees, customers, price lists or pricing structures, marketing, intellectual property, business plans or dealings, technical data, financial information and plans, designs, formulae, research activities and any information which you are told is confidential or is provided to the Company in confidence by a third party.
- 10 You consent to the Company processing your personal data for administrative purposes and for the purposes of complying with applicable laws, regulations and procedures. In addition, you consent to the Company processing sensitive data (as defined by the Data Protection Act 1998) relating to you and in particular relating to your physical and/or mental health or condition, trade union membership and racial or ethnic origins, for the purposes set out above. You further consent that the Company may, when necessary for these purposes, make such data available to its advisers, to parties providing products and/or services to the Company (including, without limitation, IT systems suppliers, and payroll administrators), to regulatory authorities (including HM Revenue & Customs), to any potential purchasers of the Company or its business and as required by law.
- 11 There is no obligation on either party to provide or attend work and you are entirely free to work elsewhere. These terms will therefore only apply if and when you are performing work from time to time for the Company. An acceptance of an offer by you for specific work from the Company does not constitute the formation of a contract of employment. Both you and the Company agree that you are not an employee of the Company.

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**FOR AND ON BEHALF OF THE COMPANY (STAFFING MANAGER)**

PRINT NAME:

SIGNATURE:



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**CANDIDATE**

I agree to the above terms and conditions and confirm that I have received a copy of the Casual Worker Handbook and have read and understood its contents.

PRINT NAME:

SIGNATURE:

DATE:    \_\_ / \_\_ / \_\_\_\_

**AGREEMENT TO REPORT INFECTION**  
(To be completed by all food handling staff on appointment)

I agree to report to my immediate supervisor or manager as soon as possible, by telephone if necessary, in any of the following circumstances:

- 1 Should I suffer from illness involving any of the following:
  - Vomiting
  - Diarrhoea
  - Septic skin lesions (boils, infected cuts, etc.)
- 2 Should an of my household be suffering from diarrhoea and/or vomiting
- 3 After returning from any holiday during which I suffered diarrhoea and/or vomiting
- 4 After returning from my holiday in which any of my party suffered diarrhoea or vomiting

PLEASE PRINT NAME:

PLEASE SIGN:

DATE:     \_\_ / \_\_ / \_\_\_\_

PLEASE NOTE THAT THIS IS ONLY RELEVANT IF YOU ARE DUE TO START, OR CURRENTLY WORKING A SHIFT. IF YOU HAVE SUFFERED ANY OF THE ABOVE, IT MUST HAVE BEEN A MINIMUM OF 48 HOURS BEFORE YOU RETURN TO WORK. IF AT ANY POINT YOU ARE UNSURE PLEASE CONTACT THE STAFFING MANAGER FOR ADVICE ON 07572140431.

**SUITABLE FORMS OF IDENTIFICATION**

- DRIVING LICENCE
- PASSPORT
- FULL BIRTH CERTIFICATE/ADOPTION CERTIFICATE  
(Must include National Insurance Card or official document stating your permanent National Insurance Number and name).
- RESIDENCE PERMIT/PERMENANT RESIDENCE CARD

**PLEASE CONTINUE ON NEXT PAGE**





## CHECK LIST

Please read through the check list and sign each field once completed, please be aware that you cannot commence any shifts with us until all paperwork and induction is complete.

READ THE WELCOME LETTER:

COMPLETE APPLICATION FORM:

READ THE COMPANY HAND BOOK:

READ AND SIGN T'S & C'S:

SUPPLIED I.D FOR COPY:

READ AND SIGN REPORTING  
INFLECTION:

## INDUCTION/TRAINING RECORD

(PLEASE DO NOT SIGN THIS SECTION UNTIL YOUR INDUCTION)

HEALTH AND SAFETY:

MANUAL HANDLING:

FIRE EVACUATION:

FOOD HYGIENE:

COSHH:

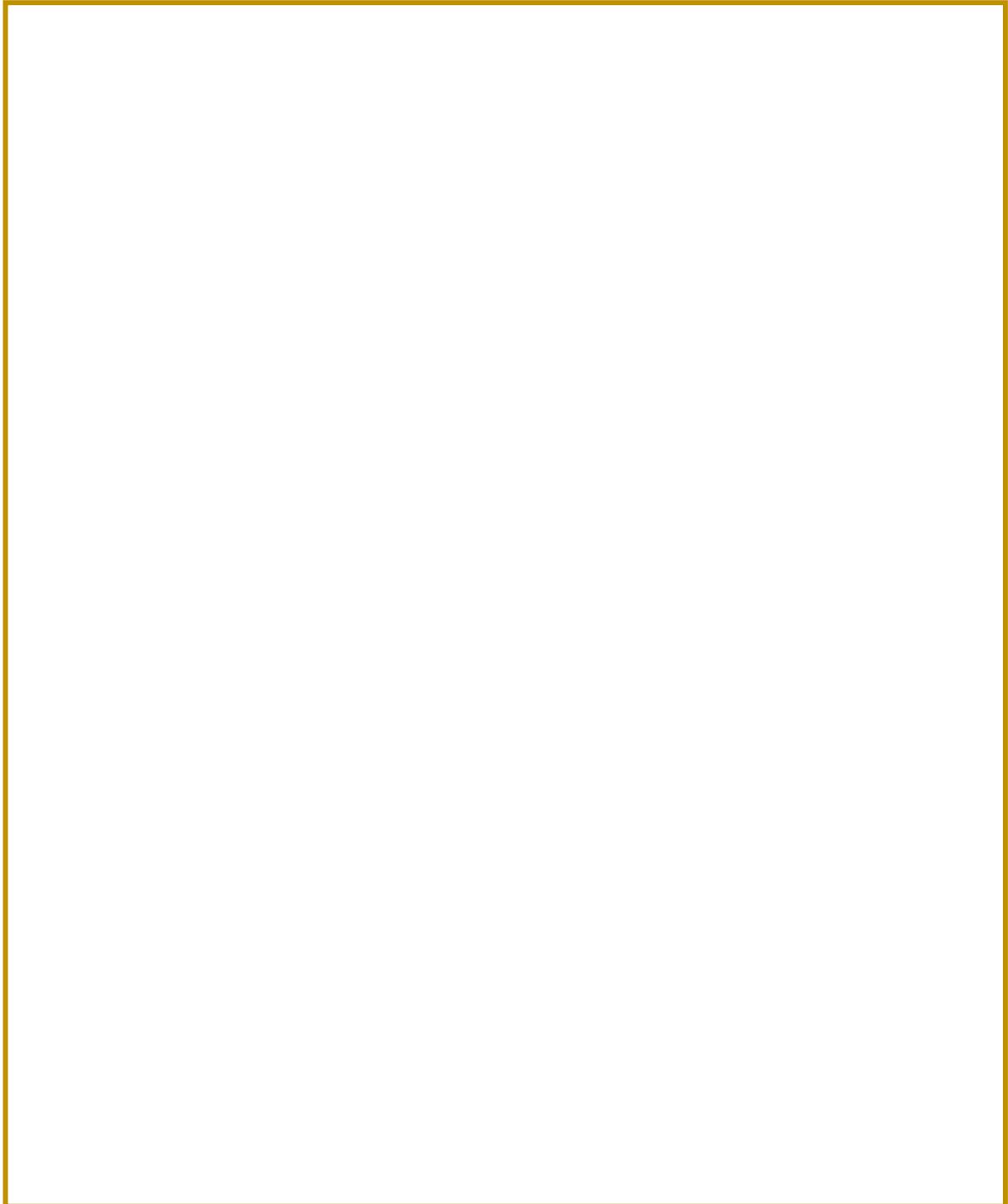
RESPONSIBLE SERVICE  
OF ALCOHOL:

STAFFING MANAGER SIGNATURE:

DATE:

**THANKYOU FOR COMPLETING YOUR APPLICATION  
IF YOU NEED ADITIONAL SPACE OR WISH TO TELL US ANY**

**FURTHER INFORMATION THAT MAY BENEFIT YOUR APPLICATION PLEASE NOTE IT IN THE SPACE BELOW**



**PLEASE COMPLETE THE P46 ON THE NEXT PAGE**

