

# HOW TO FILL IN A CASUAL WORKERS DOCUMENT

# DOWNLOADING AND SAVING THE DOCUMENT

Follow the instructions on the customer portal to download the document.

Save the document on your computer so you can make the changes.

If you click on the download link provided and then right click you will get an option to “save as” which will download the document to your computer.

**Contract for  
Casual Working terms**

Employer:

Address of employer:

Worker:

Address of Worker:

This contract governs the relationship between the Employer and the casual worker. This contract does not create any obligation on the Employer to provide work to the casual worker. The casual worker agrees to work for the Employer on an "as required" basis. It is the intention of both parties that the casual worker will be engaged on a mutual basis. The Employer reserves the right to terminate the casual worker's assignment at any time without notice. The casual worker agrees to indemnify the Employer for any loss or damage caused by the casual worker's negligence or willful misconduct. This contract is set on a satisfactory DBS check.

Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
Print...	Ctrl+P
Cast...	
Translate to English	
Rotate clockwise	Ctrl+] ]
Rotate anti-clockwise	Ctrl+[ [
Inspect	Ctrl+Shift+I

1. Job title and place of work

1.1 During each assignment your role will be that of a Personal Assistant.

1.2 Your usual place of work will be at  and, when requested, you will work away from the usual place of work either accompanying the Employer or independently of.

1.3 Your specific duties and responsibilities are set out in the job description.

1.4 The Employer may from time to time require you to carry out other duties.

You will need Adobe Acrobat Reader on your computer for this to work successfully.

You can download this for free from [HERE](#)

Please remember to save your completed document.

# FILLING IN THE DOCUMENT

Please complete all the fields marked in blue with the relevant information for your Casual Workers Document.

**Contract for  
Casual Working terms**

Employer:

Address of employer:

Worker:

Address of Worker:

## Contract for Casual Working terms

Employer:

Address of employer:

Worker:

Address of Worker:

This contract governs your engagement from time to time as a casual worker. This is not an employment contract and does not confer any employment rights on you, other than those to which workers are entitled. In particular, it does not create any obligation on the Employer to provide work to you and by entering into this contract you confirm your understanding that the Employer makes no promise or guarantee of a minimum level of work to you and you will work on a flexible, "as required" basis. It is the intention of both you and the Employer that there be no mutuality of obligation between the parties at any time when you are not performing an assignment. It is entirely at the Employer's discretion whether to offer you work and no obligation exists to provide work to you at any time.

The Employer reserves the right to give, or not give, work to any person at any time and is under no obligation to give any reasons for such decisions. This contract is set under the following terms and subject to the obtaining of a satisfactory DBS check and references:

### 1. Job title and place of work

1.1 During each assignment your role will be that of a Personal Assistant.

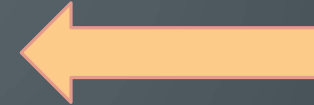
1.2 Your usual place of work will be at  and, when requested, you will work away from the usual place of work either accompanying the Employer or independently of.

1.3 Your specific duties and responsibilities are set out in the job description.

1.4 The Employer may from time to time require you to carry out other duties.



This is your name and your address.



This is your casual workers name and their home address.



This is where your casual worker normally carries out their job for you.

## 2. Disclosure and Barring Service (DBS) Certificates

Your employment is conditional upon the provision and upkeep of a satisfactory DBS check of a level appropriate to your post. You will be required to consent to subsequent DBS check from time to time during your employment as deemed appropriate by us. In the event that such certificate(s) are not supplied or information is discovered in the certificate which shows you to be unsuitable for the position your employment with us will be terminated.

During your employment, you are required to immediately report to us any convictions or offences with which you are charged, including traffic offences.

## 3. No presumption of continuity

Each offer of work which you accept shall be treated as an entirely separate and severable engagement (an assignment). The terms of this contract shall apply to each assignment and before the start if any subsequent assignment.

The fact that the Employer has offered you work, or offers you work more than once, shall not confer any legal rights on you and, in particular, should not be regarded as establishing an entitlement to regular work or conferring continuity of employment.

## 4. Hours of work

During each assignment, your hours of work will vary depending on the needs of your Employer. You will be informed of the required hours for each assignment. You may be required to work Days of week to include shifts covering Hours of day.

During this period of assignment you are required to work Hours and days of work.

You are not required to complete a probationary period in respect of this period of assignment.

## 5. Rates of pay

5.1 Current rates of pay are:

£ Normal pay per hour Monday to Friday

£ Weekend Pay per hour Saturday and Sunday

Bank Holidays will be paid at £ Bank Holiday Pay.

5.2 During any assignment you must complete a weekly/monthly time sheet to be submitted to the Employer no later than Time sheet entry in order that the Employer can sign and authorise the hours claimed and calculate your wages. Payment will be delayed if the time sheet is submitted after this date.

5.3 The Employer may, in addition to National Insurance and/or PAYE, deduct from your wages any overpayment made or sums that you may owe the Employer from time to time.



This is the number of hours and days worked each week (eg 7.5 hours on 4 days each week).

Then the hours and days of work.



This is the agreed hourly rate of pay for your casual worker.



This is the date that timesheets need to be submitted (e.g. by the 20<sup>th</sup> of the month).

5.4 You will not be paid for any overtime worked that has not been expressly agreed with the Employer in advance of the shift.

5.5 Payment will not be made for any hours where you have been absent from work without the express authority of the Employer. This applies to hours comprising a whole shift or part of a shift.

#### 6. Benefits

In addition to the rights sets out in this contract, you are entitled to the following benefits:

None Applicable

#### 7. Holiday Entitlement

7.1 Your holiday entitlement will depend on the number of hours that you actually work and be pro-rated on the basis of statutory holiday entitlement of 5.6 weeks which is equivalent to 12.07% of hours worked over a year. This entitlement is inclusive of all bank holiday entitlement. The holiday year runs between Holiday year start and Holiday year end.

7.2 You must provide the Employer with a minimum of two weeks' notice of your intention to take annual leave.

7.3 At the end of each assignment you may be paid in lieu of any accrued but untaken holiday for the holiday year in which the assignment ends.

#### 8. Absence

8.1 If you are unable to come to work because of sickness or any alternative reason for absence you must inform the Employer personally, by telephone, as soon as you are aware of your inability to attend so other arrangements may be made. The only payment for sick pay will be Statutory Sick Pay according to the regulations, which will be paid providing you follow these procedures:

a) If work has been agreed with the Employer and you are unable to work the shift you are required to notify the Employer as soon as you know you will not be able to come to work and in any event not less than 2 hours prior to the shift start time.

b) If you are unavailable for work due to sickness for more than 3 days, you are required to complete a self certificate form.

c) You are required to provide a Medical Certificate if absent for more than seven days.

d) For the purposes of the Statutory sick Pay scheme the agreed qualifying days are Sick Pay qualifying days.

e) There is no contractual right to payment in respect of a period of absence due to sickness or inability to attend work.



Please add any additional benefits, e.g. Premier Club Rewards.



This is the date of the casual workers holiday year (e.g. 01/01/2020 to 31/12/2020).



These are the number of days your casual worker needs to work to qualify for sick pay.

I have read the above statement of conditions of employment and understand the conditions and agree to abide by them.

Signature of Worker

Date

Date Of Signature by Worker

Signature of Employer

Date

Date Of Signature by Employer

Signed on behalf of

If you are signing on behalf of the Employer, please answer the questions below.

Relationship to Employer (appointee or power of attorney)

Appointee Relationship

Name

Appointee Name

Address

Appointee Address

Telephone number

Appointee Contact Number



This is your casual workers signature and date signed – This needs to be left blank for them to sign and send back.



This is your name and date signed.



This is to be completed if the contract cannot be signed by the employer.



# SIGNING THE DOCUMENT

Ideally you should be printing off the document and getting both the employer and employee to sign the final page of the contract.

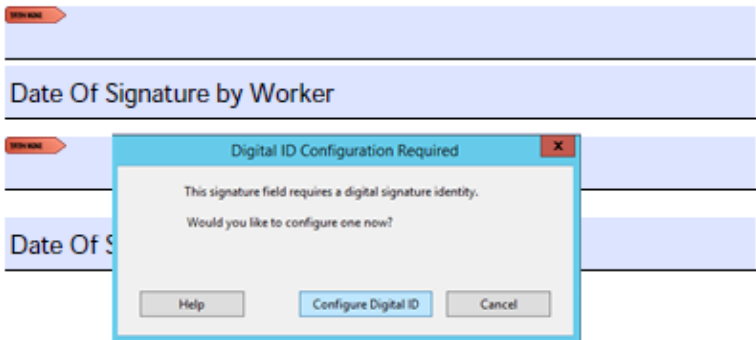
If that is not possible, you can use fill and sign on the PDF file, by completing the following steps:

When you click on the signature line the following box appears. Then click on “Configure Digital ID”.

I have read the above statement of conditions of employment and understand the conditions and agree to abide by them.

Signature of Worker  
Date

Signature of Employer  
Date Of S



The image shows a screenshot of a PDF form with a digital ID configuration dialog box. The form has four signature lines, each with a corresponding date field. The first two lines are for the Worker, and the last two are for the Employer. A dialog box titled "Digital ID Configuration Required" is overlaid on the form, asking if the user wants to configure a digital signature identity. The dialog box has three buttons: "Help", "Configure Digital ID", and "Cancel".



1) Select the first option and then click on “Continue”.

**Configure a Digital ID for signing**

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

**Select the type of Digital ID:**

- Use a Signature Creation Device  
Configure a smart card or token connected to your computer
- Use a Digital ID from a file  
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID  
Create your self-signed Digital ID

Cancel Continue

2) Select “Save to File” and then click on “Continue”.

**Select the destination of the new Digital ID**

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File  
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store  
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

3) Fill in your details and then click on “Continue”.

**Create a self-signed Digital ID**

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: John Smith

Organizational Unit: Mark Bates Ltd

Organization Name: Enter Organization Name...

Email Address: Johnsmith@hotmail.com

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

Back Continue

4) Add a password and then click on “Save”.

**Save the self-signed Digital ID to a file**

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

..... Browse

**Apply a password to protect the Digital ID:**

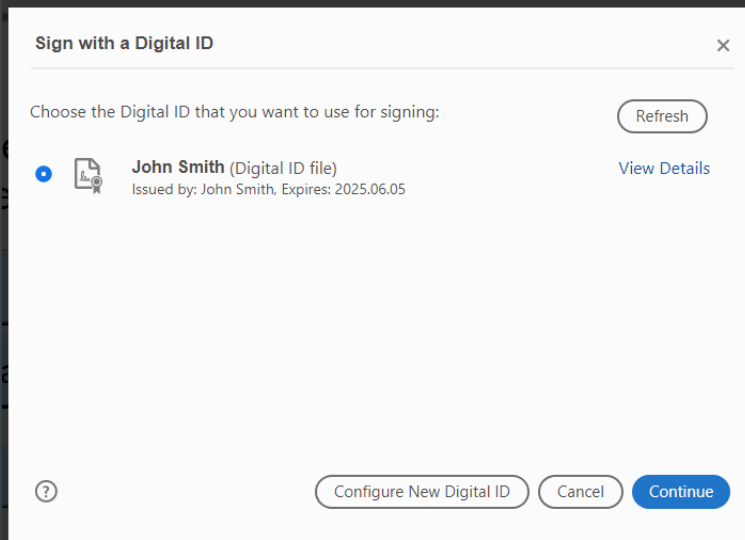
.....

**Confirm the password:**

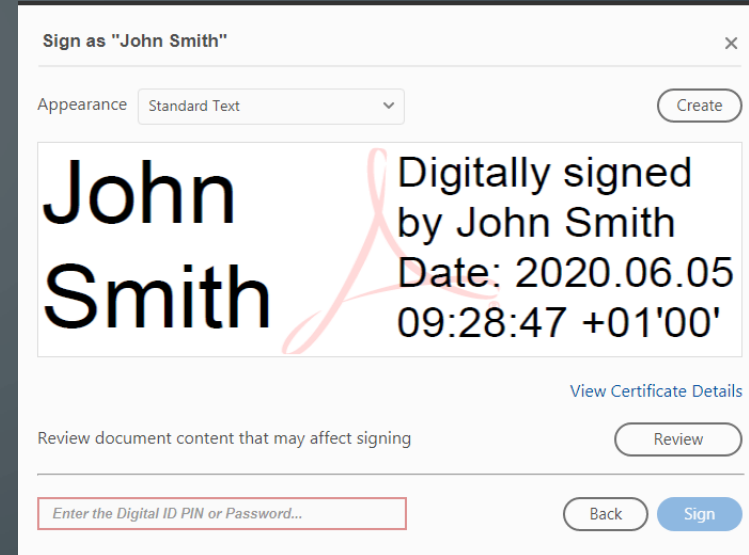
|

Back Save

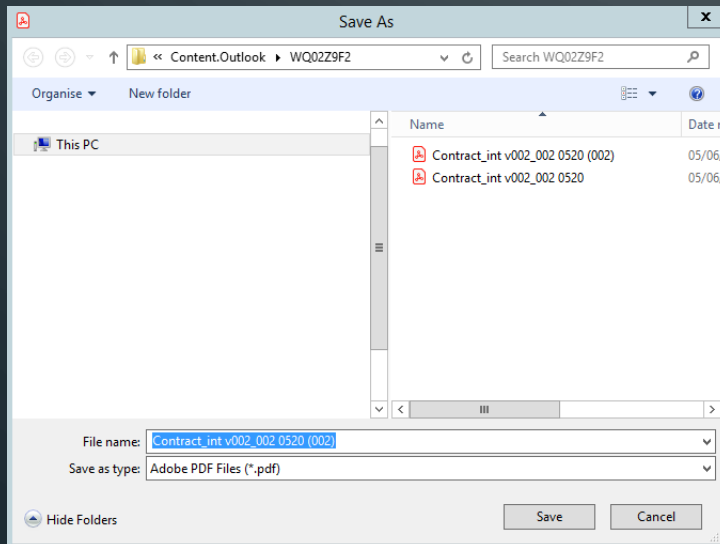
1) When this screen appears click on "Continue".



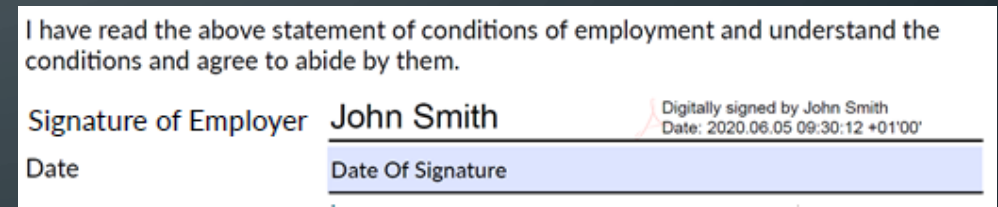
2) Fill in your password and then click on "Continue".



3) Save to your computer.



4) The digital signature will then appear in the contract.



# COMPLETING THE DOCUMENT

Once you have completed the document, please save the PDF document onto your computer.

Then upload the document back to your customer portal.

Use the “Choose file” button to locate the document on your computer, then click on submit file to upload.

Please remember to complete step 4 of our guidance by providing your employees email address.

**Step 3:** Once the PDF document has been completed, we need you to upload the document back to your portal, so it can be emailed to your employee.

No file chosen

If for any reason you are unable to reload the document back to the website, then please email it to [he@markbatesltd.com](mailto:he@markbatesltd.com), with your policy number.