

DROLE COMPUTING CONSULTANT DETAILS FORM

Please print this form, complete the required details, sign the terms and conditions, and **POST** both pages to:
Drole Computing Services Ltd., P.O.Box 217, Staines, Middlesex, TW18 3WD
Tel: 0844 357 7353 Fax: 0844 357 7363

PERSONAL DETAILS

Name: _____

Address: _____

Post Code: _____

Personal Email : _____

Tel: Home: _____

Fax/Mobile: _____

NI Number: _____

Date of Birth _____

Nationality: _____

Country Of
Residence: _____

BANK DETAILS

For Salary

Bank Name: _____

Sort Code: _____

Acct No: _____

In the Name: _____

Bank Address: _____

For Allowance (Overseas contracts only)

Bank Name: _____

Bank Code: _____

Acct No: _____

In the Name: _____

Bank Address: _____

CONTRACT DETAILS

Agency Name: _____

Agent Contact: _____

Contract Ref: _____

Client Name: _____

Work Town: _____

Work Country: _____

Work Tel: _____

Address For
Invoice: _____

Attn: _____

Contract Start: _____

Contract End: _____

Rates Normal: _____

Overtime: _____

Special: _____

Daily/Hourly? _____

Currency: _____

Hours Per Week: _____

TERMS AND CONDITIONS OF THE SERVICE OFFERED BY DROLE COMPUTING SERVICES LTD TO CONTRACT PROFESSIONALS

1. These terms and conditions represent an agreement between DROLE COMPUTING SERVICES LIMITED and the CONSULTANT whereby DROLE COMPUTING agrees to employ the CONSULTANT subject to these same terms and conditions

2. However in signing the agreement the CONSULTANT understands that they will normally be working under the direction or control of various third parties (CLIENTS).

3. The CONSULTANT is EMPLOYED by DROLE COMPUTING in the capacity of CONSULTANT and will be paid a performance related annual salary, paid monthly, and calculated from the revenue received from CLIENTS who enter into agreements for the CONSULTANT'S services.

4. The CONSULTANT'S monthly salary includes holiday pay. Your annual holiday entitlement is detailed in the employee guide.

5. The CONSULTANT agrees to abide by the terms and conditions of the various contracts which DROLE COMPUTING will sign with AGENCIES and CLIENTS on the CONSULTANT'S behalf and with the CONSULTANT'S written permission.

6. The CONSULTANT should note that they have no authority to directly enter into and/or sign any contractual agreements on behalf of DROLE COMPUTING.

7. The CONSULTANT has complete freedom to accept or reject any contract for their services prior to them signing their agreement.

8. Hours of work are to be as specified in any agreement between DROLE COMPUTING and various third parties using the Services of the CONSULTANT. The CONSULTANT has the right to control his/her hours worked by accepting, negotiating or rejecting the CLIENTS working conditions.

9. The CONSULTANT will in most cases work under the direction and control of third parties and therefore DROLE COMPUTING will not normally exercise any disciplinary action against the CONSULTANT except in the case of a serious breach of the CLIENT contract conditions. The disciplinary procedure is detailed in the DROLE COMPUTING employee guide.

10. If you have a grievance against DROLE COMPUTING then we have a formal grievance procedure, detailed in our employee guide, a copy of which is given to you when you join us.

11. If you experience harassment, bullying, or unreasonable behaviour from any AGENCY, CLIENT or member of DROLE COMPUTING staff then you must immediately contact the DROLE COMPUTING operations manager or the managing director where the matter will be dealt with.

12. DROLE COMPUTING reserves the right to change the method of provision and nature of the employment it provides to the CONSULTANT from time to time. Any changes will be notified to the CONSULTANT before the change takes place.

13. This agreement may be terminated by the CONSULTANT giving one calendar month's notice to DROLE COMPUTING in writing, and by DROLE COMPUTING by giving three calendar month's notice to the CONSULTANT in writing.

14. The CONSULTANT shall not at any time during or after the period of service with DROLE COMPUTING divulge or use any confidential information concerning the business or interest of any client. All documentation and other property belonging to a client must be returned upon termination of the contract with the client.

DECLARATION

I REQUEST DROLE COMPUTING SERVICES LIMITED TO ADMINISTRATE CONTRACTS ON MY BEHALF. I HAVE READ AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF MY EMPLOYMENT.

SIGNED: _____

PRINT NAME: _____

DATE: _____