

REGISTRATION DETAILS

Personal Details

ID ☐ NI ☐

Profile Ref:		Registration Date:	
Name:			
Title			
Address:			
Town:			
County:			
Postcode:			
DOB		Nationality:	
NI Number			
Mobile:		Other Phone:	
Email:			
Emergency Contact phone:		Address:	
Emergency Contact Name:			
Do you have unspent convictions?			

Interview Notes

Appearance:		Speech:			Personality:	Overall:
Preferred Shift:	AM <input type="checkbox"/>	PM <input type="checkbox"/>	Night <input type="checkbox"/>	All <input type="checkbox"/>	Driver? <input type="checkbox"/>	How will you get to work? _____
Safety Boots:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, what size? _____UK_____EU		Required Rate (£per hour): £_____per hour	
Notes:						
Worker never worked in the UK (signed by manager): _____ Date: _____						
I am happy for Insight Employment to consider me for various assignments as and when available <input type="checkbox"/>				I do not wish to be considered for any assignments other than the one for which I am applying <input type="checkbox"/>		
Signed: _____				Signed: _____		

Working in a Food Production Environment

Personal hygiene

You have a moral and legal responsibility to maintain high standards of personal hygiene.

- 1) Some germs are naturally found on the human body.
- 2) Germs/bacteria can be carried in the intestine and contaminate food through poor personal hygiene.
- 3) Salmonella may be transferred from a source to a high risk food via unwashed hands.

GOOD PERSONAL HYGIENE PRACTICES

- 1) Wash hair and body regularly
- 2) Wear clean protective clothing
- 3) Wash hands after:

Visiting Toilet	Smoking
Touching Hair	Handling Cleaning Fluids
Blowing Nose	Preparing Food
- 4) Use clean utensils and equipment at all times
- 5) Report illness/contact with ill people
- 6) Cover all cuts/boils with clean waterproof dressing

FOOD HANDLERS MUST NEVER

- 1) Smoke in food preparation area
- 2) Chew/eat/drink when handling food
- 3) Spit
- 4) Return to work when suffering from diarrhoea, sickness or ear, nose, throat infections
- 5) Wear jewellery or nail varnish
- 6) Wear protective clothing outside the food preparation area
- 7) Lick fingers
- 8) Handle food excessively

What are germs?

Germs or bacteria are tiny organisms, so small they can only be seen under a microscope. Not all germs are dangerous. Harmful germs cause food poisoning and in some cases death. Normally our body's natural defenses protect us but if it is invaded by large numbers of bacteria we become sick. Germs are found everywhere, in the air that we breathe, in the soil and water, on our bodies and in the food we eat. If food is not looked after properly it can become infected with harmful germs, which will grow in dangerous numbers.

How do germs grow?

Germs require 4 main conditions to live and grow - **FOOD - MOISTURE - WARMTH - TIME**

- 1) FOOD**
Foods which germs prefer are called high risk foods, these are mainly high in protein e.g. meat, fish and dairy products. Rice is also classified as a high risk food.
- 2) MOISTURE**
All germs require moisture in order to grow; some require more moisture than others. Dehydrated foods still contain bacteria which will grow once water is added.
- 3) WARMTH**
Germs like a warm environment, blood heat 37C is favourite. Most germs begin to die in temperatures over 63C. Foods should be stored below 5C (refrigerator temperature) to stop germs growing. Low temperatures will not kill germs, merely stop or slow down growth.
- 4) TIME**
Germs need time to grow. Germs divide in 2 on average every 10-20 minutes - in 10 hours more than 100 million germs can result from just one germ.

Germs hate hygienic conditions. Follow our rules to stop germs spreading in food.

Working in a Food Production Environment (continued)

Hygiene rules

All food companies will ask you to follow these rules. Please make sure you do so or you could risk instant dismissal and a subsequent ban from working on all food handling sites.

- 1) Hands must be thoroughly washed before entry to processing areas, after using the toilets, on return to work after breaks, after using a handkerchief and re-entering production areas.
- 2) Before starting work, inform the supervisory staff if you have been suffering from diarrhoea or vomiting, raised temperature, persistent cough, infections of ear, nose, throat, eyes, skin, boils or infected wounds. Report to your supervisor if you have come into contact with anyone (including family or friends) suffering from diarrhoea, vomiting, gastro-enteritis or food poisoning.
- 3) Cuts and other skin injuries must be reported to supervisory staff who will ensure that they are covered with clean waterproof dressings and where necessary a protective glove (to be renewed daily). All dressings must be of the blue metal insert type. **NO OTHER TYPE OF DRESSING MAY BE USED!!**
- 4) No jewellery may be worn in the processing area.
- 5) Eating and drinking is forbidden in processing and storage areas.
- 6) Smoking is prohibited apart from in designated areas.
- 7) Spitting is not only an extremely dirty habit but a way of spreading disease organisms. **DO NOT DO IT!!**
- 8) Protective clothing must be clean and worn correctly. Hair nets must be worn so as to give maximum protection (all hair covered). Finger nails must be short and clean.
- 9) Hand washing is important after handling raw foods and disposing of or handling waste, rubbish etc.
- 10) It is important to ensure all staff are aware they must wash their hands after smoking or eating.
- 11) Do not wear nail varnish, heavy perfume or aftershave. Long hair should be tied back where hair nets are not in use.
- 12) All food handlers should avoid touching food which is ready for consumption unless it is absolutely necessary. Use tongs, disposable gloves, etc. wherever possible.
- 13) All food handlers should follow instructions for cleaning very carefully. If cleaning schedules are in operation these must be adhered to, otherwise instructions from members of staff will be necessary.
- 14) Avoid cross contamination risks (combining raw and cooked foods) and ensure that food is prepared, stored and distributed according to the rules of the organisation.

Food and Hygiene Awareness Questionnaire

1) What are the 4 main conditions for germs to live and grow in?	<div></div> <div></div>	/4
2) How quickly do germs grow?	<div></div>	/1
3) Name 3 illnesses which should be reported to the supervisor if suffering from them whilst at work?	<div></div> <div></div> <div></div>	/3
4) What jewellery can be worn in the processing area?	<div></div>	/1
5) How should you handle food that is ready for consumption?	<div></div>	/1
6) Can salmonella be transferred through unwashed hands?	<div></div>	/1
7) Name 3 occasions when hands should be washed?	<div></div> <div></div> <div></div>	/3
8) Are you allowed to wear the same protective glove over a skin injury for a two day assignment?	<div></div>	/1
9) What type of dressing must you use to cover cuts and skin injuries?	<div></div>	/1
10) Is rice a high or low risk food for germs?	<div></div>	/1
11) Name any 2 types of food which germs prefer?	<div></div> <div></div>	/2
12) Are watches allowed to be worn in a food processing area?	<div></div>	/1
13) In what areas are you forbidden to eat and drink?	<div></div>	/1
14) Do germs need moisture to live and grow?	<div></div>	/1
15) How should a hairnet be worn?	<div></div>	/1
16) At what temperatures do germs begin to die?	<div></div>	/1
		/24

Mathematics & Counting

Please circle the correct answer for questions 1-3

1) Which two numbers add (+) up to make 100?

A38 + 52

B53 + 47

C22 + 77

Score / 1

2) What is the **total** of 200, 300, 150, and 250?

A900

B850

C1000

/ 1

3) What do you get if you **increase** 316 by 500?

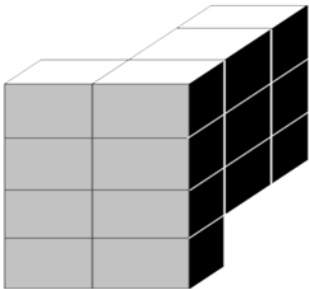
A616

B800

C816

/ 1

4) How many cubes can you see in total?



Answer:

/ 1

5) If you have 517 boxes on your shelf and you receive an order for 173 boxes how many will you have left on your shelf?

Answer:

/ 1

Literacy

6) Put the following into alphabetical order?

BURNLEY - BIRMINGHAM - BOLTON - BRISTOL - BANBURY - BRIDLINGTON

1, _____

3, _____

5, _____

2, _____

4, _____

6, _____

/ 6

Mathematics & Counting (continued)

Please check the first letters and numbers in the box and then underline the identical set of letters and numbers

					Score	
7)	ABC459870	ABD567870	ABC459870	ABC709870	ABC459780	<div>/ 1</div>
8)	CP6134514	CP1367314	CP5134514	CP6134514	CP4154314	<div>/ 1</div>
9)	FBY715649	FB1715619	FBY718949	FBY785649	FBY715649	<div>/ 1</div>
10)	BSD273451	BSD273451	BSD871551	BSD871551	BSD615761	<div>/ 1</div>

Please circle the WORD that best matches the answer.

11)	BIG means the opposite of:	TALL	LARGE	SMALL	THIN	HIGH	<div>/ 1</div>
12)	EASY means the opposite of:	SIMPLE	PROBLEM	DIFFICULT	CORRECT		<div>/ 1</div>
13)	FORWARDS means the opposite of:	DOWN	BACKWARDS	STOP	REVERSE		<div>/ 1</div>

Mental Maths

- 14) If a box contains 60 footballs and the team take 25 out, how many footballs are left in the box?
- 15) Lee is planning an event for 28 people, he wants to make a fruit drink and he thinks that each person will drink 3 glasses each. If he is correct, how many glasses of fruit drink should he make?

	<div>/ 1</div>
	<div>/ 1</div>

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I, the undersigned below, authorise Insight Employment to reveal the results of my testing to a third party for training and auditing purposes.

Please sign here:

Work History

Please complete the sections below with your last 3 roles or last 5 years work history

Job 1:

Company Name:			
Agency worked for:			
Address:			
Duties:			
Salary/ Wage:		Dates:	
Reason for Leaving:			
Contact Name:			
Contact Number:			

Job 2:

Company Name:			
Agency worked for:			
Address:			
Duties:			
Salary/ Wage:		Dates:	
Reason for Leaving:			
Contact Name:			
Contact Number:			

Job 3:

Company Name:			
Agency worked for:			
Address:			
Duties:			
Salary/ Wage:		Dates:	
Reason for Leaving:			
Contact Name:			
Contact Number:			



Manual Handling Regulations 1992

Good Handling Technique

The additional responsibilities placed on employers, with regard to manual handling and lifting, came into force on January 1st, 1993, under the health and safety act 1974.

ATTENTION & ASSESSMENT

- Recognise potential hazards
- Understand unfamiliar handling operations
- Know how to use handling aids
- Use personal protective equipment properly
- Appreciate environmental factors contributing to safety
- Be a good housekeeper
- Realise your own capability

CHECK THE FOLLOWING

- ◆ **DANGERS** Are there any sharp corners, projecting nails points, etc. ?
- ◆ **BALANCE** Is the parcel stable to lift and easily gripped ?
- ◆ **PLAN** Is your route clear and free from obstructions ?
- ◆ **REST** Can you stop and rest if you need to ?
- ◆ **DESTINATION** Have you identified your destination - is it safe to unload?
- ◆ **PROTECTION** Are you wearing the appropriate protective equipment ?



1. **STOP**
THINK and PLAN



2. Place the feet apart keeping the leading leg as far forward as is comfortable, the head straight and shoulders level. Get a firm grip hooking fingers if possible and make sure load is secure.



3. Use your legs to lift the load. Don't jerk, move smoothly, keeping control of the load.



4. Move your feet. Don't twist the trunk when turning. Keep the load's heaviest side next to the trunk.



5. Put the load down, then adjust it's specific position. After unloading slide into position.



Name: _____ Signature: _____

Date: _____

Insight Occupational Health Service Ltd – New Starter Health Questions

Forename _____ Surname _____

Mobile _____ Date of Birth _____

Home Address _____

- Please answer the following questions by circling yes or no.
- If you answer yes to any questions, **please provide further information on the back of the form.**
- If you provide **further medical details**, please place the form in a sealed envelope for the attention of Occupational Health, where it will be treated in medical confidence.
- If you answer **no** to all the questions, please hand the form to HR.
- You do not have to disclose medical information to HR/Management.

1.	Do you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities, and which has lasted, or is likely to last more than 12 months?	Yes	No
2.	Have you had any illness/injury which has kept you from your usual activities, whether these are work, domestic or leisure for more than 5 days in the last two years?	Yes	No
3.	Are you currently taking any medication prescribed by your GP or another doctor (excluding contraceptive medication)?	Yes	No
4.	Do you need any special aids/adaptations to assist you at work, whether or not you have a disability?	Yes	No

Please be assured that if you declare a health condition, this will not be shared with anyone outside of Occupational Health without your express consent. You may be requested to attend Occupational Health for further assessment with an Occupational Health professional.

Please sign the following Declaration: I declare that to the best of my knowledge, all the answers I have given are true.		Further information regarding health conditions: (please include, symptoms, diagnosis if any, medication and any relevant dates).
Signature		
Date		

IN CASE OF EMERGENCY – PLEASE GIVE DETAILS BELOW

Name of Contact (Within UK)

Name of Contact (If outside UK)

Relationship to Candidate:

Relationship to Candidate:

Mobile of Contact:

Number of Contact:



**209 Sovereign Court
Witan Gate
Milton Keynes
MK9 2HP
Telephone : 01908 670444
Website: Insightemployment.co.uk
E-mail: recruit@insightemployment.co.uk**

Please accept this letter as confirmation that I have given my consent for you to provide Insight Employment Ltd with a work reference.

This Information is required so that Insight Employment Ltd can verify the dates that I was employed by yourselves and if possible, my quality of work during this time.

I, _____ give my permission for you to supply Insight Employment Ltd with a work reference.

Signed _____



Sickness and Lateness Policy

Insight Employment have a strict Sickness and Lateness policy.

- Communication is Key -

You must let us know via text or call to the out of hours mobile **07706 340986** if your shift falls between **17.40pm to 08.00am**.

If your shift is due to start within office hours of **08.00am to 17.30pm** you must call the office on **01908 670444**.

Sickness

- We require a minimum of 1-hour notice before your shift is due to start.
- Via the out of hours telephone number if your shift is due to start outside of office hours.
- Via the office number if your shift is due to start within office hours.

Failure to communicate that you will not be attending work will be classed as a no show. We are looking for reliable and hardworking staff so we will not re-book staff that fail to call in sick.

Lateness

- You must let us know if you are running late via either of the numbers above.

Please sign to confirm you have read and understood this document:

Signature: _____

Date: _____