

Temporary Labour Working Group

Labour Provider Evaluation - Pre-evaluation questionnaire

Company Details	
Trading name Head Office address Postcode	
Contact's office Address Postcode	
Contact details Name Position Tel No Fax No e-mail	
Age of business	
Previous trading names, addresses and dates	

Financial and Administrative Details	
VAT Number	
Is your business registered with the Inland Revenue?	
Do you use an accountant?	
Details of your accountant (or bookkeeper)	
Do you have Employers Liability Compulsory Insurance cover?	
Do you use any software in the running of your business, if so which and for what purpose?	

Relationship with your Customers

Do you have a written contract with any of your customers?	
What paperwork do you provide to your customers and how often?	
Who manages your labour whilst on the customer's site?	

Relationship with Subcontractors

Are you involved in any sub-contracting?		
Please give details of your current contracts	1. 2. 3. continue on separate sheet if required	
If any of your workforce supplied by any of your subcontractors is foreign, please give details of nationalities and languages spoken	Nationality	Language

Personnel employed			
How many office/admin staff do you employ?			
How many active workers are there on your books? Please specify number and time of year these numbers typically apply	Current	Average	Peaks
How do you set the rate of pay for your workforce? e.g. age/type of job/min wage			
What method of payment do you use to pay your workforce? e.g. BACS/cheque/cash etc.			
If any of your workforce (not supplied by any of your subcontractors) is foreign, please give details of nationalities and languages spoken	Nationality	Language	

Give details of the language spoken and number of your direct workers you supply on a typical basis to each of your customers:

Customer	Nationality	Number of workers
1.		
2.		
3.		
4.		
5.		

What paperwork do you hold in respect of your workforce? e.g. ID details/Home Office papers etc	
What checks do you carry out in respect of that paperwork held for your workforce? e.g. liaison with Home Office etc	
Do you provide transport for your workforce? If so do you charge? How much?	

Do you provide accommodation for your workforce? If so how is it paid for?	
Please state any concerns you have about any issues in either the running of your business or your workforce	

Consultancy	
Have you had any consultancy in relation to the TLWG Code of practice or any other part of your business? If YES, please give details.	

Please supply copies of the following	Enclosed	Comments
Ethical Trading Policy Statement		
Health & Safety Policy Statement		
Equal Opportunities Statement		
Company Handbook		
Contract (with worker)		
Contract (with customer)		
Company organisation structure		

Completed by	
Signature	
Name	
Position	
Date	

Please return this form to your auditor