



# NATIONAL RIFLE ASSOCIATION

BISLEY, NATIONAL SHOOTING CENTRE, BROOKWOOD, SURREY, GU24 0PB

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*Patron*

HER MAJESTY THE QUEEN

*Chairman*: JOHN WEBSTER

*President*

H.R.H. THE PRINCE OF WALES K.G. K.T. G.C.B.

*Chief Executive*: ANDREW MERCER

Dear Marker,

## **Invitation to join National Rifle Association (NRA) bank of Imperial marker and supervisory staff.**

This letter sets out the basis on which we agree to accept individuals onto our list of potential casual staff. If you have any queries at all about these terms, please contact me on [Ray.Hutchings@nra.org.uk](mailto:Ray.Hutchings@nra.org.uk). Otherwise, if you are happy with the basis (as exclusively set out in this letter) on which we will accept potential staff members onto the list and offer assignments, then please sign, date and return the enclosed copy of this letter to confirm your agreement.

You must also complete the Working Time Election Form, the Personal Details Form and provide other documents. Please consult the checklist to ensure you provide us with all the necessary paperwork.

### **1. Status of your relationship with the NRA**

1.1 This letter sets out the terms of your potential engagement from time to time by the NRA as a casual member of staff. This letter is **not** an employment contract and it does not of itself create or confer any employment rights. In particular, it does not create any obligation on you to perform any work for the NRA or on the NRA to provide any work to you and there will be no mutuality of obligation between us.

### **2. The NRA's discretion as to work offered**

2.1 Inclusion on our list of bank staff does not confer any entitlement to be offered work. It is entirely at the NRA's discretion whether to offer you any work and there is no obligation to give any reasons for its decisions.

### **3. No presumption of continuity**

3.1 If you are offered any work by the NRA and you agree to accept it, each such offer and acceptance of work shall be treated as an entirely separate and severable engagement (an assignment). The terms set out in this letter are those that shall apply to each such assignment but there shall be no relationship between the parties after the end of one assignment and before the start of any subsequent assignment.

3.2 The fact that NRA may offer you work, or offer you work on more than one occasion, shall not create or confer any legal rights on you and, in particular, is not intended to establish any entitlement to further work or regular work or to confer continuity of employment in any way and you should therefore not regard it as doing so. For statutory continuity purposes your service in relation to any assignment will be calculated as commencing on the first day of the assignment in question and ending on the last day of that assignment.

### **4. Arrangements for work**

4.1 If the NRA wants to offer you any work assignment it will contact you by telephone. You are under no obligation to accept any work offered by the NRA at any time. However, if you do accept an assignment, you must inform the NRA immediately if there is any unforeseen event that prevents you from commencing or completing it. If you have not accepted the offer of an assignment within 48 hours of its anticipated commencement, the offer will lapse

4.2 The NRA reserves the right to terminate an assignment at any time for operational reasons. If so terminated, the NRA will pay you for all work done during the assignment up to the time at which it is terminated.

4.3 In order to assist the NRA in organising work, please complete the personal information sheet attached to this letter and return it immediately. It is your responsibility to inform the NRA of changes to these details.

## **5. Work**

5.1 The NRA may offer you work from time to time as a casual marker. The precise description and nature of your work, and the working times and durations may be varied with each assignment and you may be required to carry out other duties as necessary to meet business needs. You will be informed of the particular business requirements in relation to each assignment.

5.2 To comply with the Immigration, Asylum and Nationality Act 2006, before you begin working for the NRA, you must supply original documentation proving that you have a right to work in the United Kingdom.

## **6. Place of Work**

6.1 You will be informed of the relevant place of work for each assignment.

## **7. Hours of work**

7.1 Your hours of work in relation to any assignment may vary depending on the operational requirements of the NRA. You will be informed of the required hours for each assignment.

7.2 You will be entitled to an unpaid break of 30 minutes where your assignment requires you to work more than six hours in any one day.

## **8. Working Time Opt-Out**

8.1 Please complete the attached form to confirm whether you wish to opt-out of the 48-hour limit on a week's work. If you do not opt out, the NRA must ensure that it does not offer you work which would result in you working for more than 48 hours in any week. You must keep the NRA informed of the hours that you work for third parties so that it can comply with this obligation.

## **9. Pay**

9.1 For staff under 24, you will be paid only for the hours that you actually work under an assignment. The NRA's current rate of pay for casual markers is £8.63 per hour (gross). This hourly sum comprises two elements:

1. £7.70 in respect of basic pay; and
2. An additional £0.93 in respect of statutory entitlement to paid leave.

9.2 For staff over 24 years of age, you will be paid only for the hours that you actually work under an assignment. The NRA's current rate of pay for casual markers is £9.21 per hour (gross). This hourly sum comprises two elements:

1. £8.21 in respect of basic pay; and
2. An additional £1.00 in respect of statutory entitlement to paid leave.

9.3 The rate for Marker Supervisors is £9.53 per hour (gross). This sum comprises:

- 9.3.1 £8.50 in respect of basic pay; and
- 9.3.2 An additional £1.03 in respect of statutory entitlement to paid leave.

9.4 In respect of any hours you do work, you will be paid in arrears directly into your bank account on or about the end of July. The NRA will make all necessary deductions from your salary as required by law (including tax and employee's national insurance contributions) and shall be entitled to deduct from your pay or other payments due to you any money which you may owe to the NRA at any time.

9.5 **Holidays** – Your holiday entitlement will depend on the number of hours that you actually work and calculated on the basis that if you had worked full-time for a full holiday year you would have become entitled to 5.6 weeks' paid holiday (including any entitlement to public holidays in England and Wales). Your entitlement to paid holiday is therefore equivalent to 12.07% of the hours that you actually work. However, as any assignments that are offered to you are expected to be of short term duration and will then cease, you acknowledge and accept that your hourly rate of pay specifically includes a holiday pay element (as specified in clause 9 above) and that you will not be entitled to any further payment in respect of any holiday or to any leave with pay.

## **10. Sickness**

10.1 If you have accepted an offer of work but are subsequently unable to work, the hours agreed, you must notify the Range Office of the reason for your absence as soon as possible but no later than 8am on the first day of absence.

10.2 You may be entitled to receive Statutory Sick Pay in respect of any period of sickness or injury during an assignment subject to the rules of the statutory scheme in force from time to time.

## **11. Data Protection**

11.1 You consent to us holding and processing, both electronically and manually, the data that we collect about you, for the purposes of the administration and management of our list of bank staff and our business and for compliance with applicable laws, procedures and regulations.

## **12. NRA rules and procedures**

12.1 During each assignment you are required at all times to comply with all NRA rules, policies and procedures in force from time to time including, but not limited to, those contained in the staff handbook applicable to NRA employees (which, for the avoidance of doubt, does not apply to your engagement, except for the purposes of this clause 13 and which does not form part of this contract, except in so far as you are required to comply with the contents), a copy of which is available from Head of Support Services.

## **13. Confidential Information**

13.1 You shall not use or disclose to any person, either during or at any time after your engagement by NRA, any confidential information about the business or affairs of NRA or any of its customers, clients, suppliers or partner organisations, or about any other matters which may come to your knowledge as a result of carrying out assignments. For the purposes of this clause, confidential information means any information or matter which is not in the public domain and which relates to the affairs of NRA or any of its customers, clients, suppliers or partner organisations.

13.2 The restriction in this clause does not:

13.2.1 prevent you from making a protected public interest ('whistleblowing') disclosure; or

13.2.2 use or disclosure that has been authorised by the NRA or is required by law or in the course of your duties.

## **14. NRA property**

14.1 All documents, manuals, hardware and software provided for your use by the NRA, and any data or documents (including copies) produced, maintained or stores on NRA's computer systems or other electronic equipment (including mobile phones), remain the property of the NRA.

14.2 Any NRA property in your possession and any original or copy documents obtained by you in the course of your work for NRA shall be returned to the Range Office at any time on request and in any event at the end of each assignment.

## **15. Termination**

15.1 If you would like your name to be removed from the NRA's staff bank or no longer wish to be considered for casual work by the NRA you should inform the Head of Support Services as soon as possible.

15.2 The NRA may remove your name from its staff bank if you are unable to accept any assignment over a 12 month period.

15.3 The NRA may give notice to terminate its relationship with you at any time, even if you are actively engaged in an assignment. In particular, the NRA may terminate your engagement if it reasonably considers that you have committed any serious breach of its terms or committed any act which, if you were a permanent employee, would be considered gross misconduct including dishonesty, theft, fighting, mis-use of drugs or alcohol or any other acts or omissions which might bring NRA into disrepute.

## **16. General**

16.1 There are no collective agreements and no contracting out certificate in force under the Pension Schemes Act 2003 which will affect any assignment you may undertake.

16.2 The NRA have staged for auto enrolment and will make pension contributions on your behalf only if you pass the qualifying criteria. You may make contributions on your own behalf via NRA payroll. If you wish to do so, please notify the Head of Support Services.

16.3 If, during any assignment, you wish to raise a grievance or if you wish to appeal a disciplinary decision taken in relation to you or a decision to terminate your assignment, you should do so in writing to the Head of Support Services. There are disciplinary and grievance procedures which will apply to you during an assignment as referred to in clause 13.

## **17. Changes to the terms of bank staff assignments**

17.1 The NRA may review its requirement for casual works from time to time and/or may update the terms on which it offers work assignments. In the event of any changes to the terms on which it is prepared to engage casual workers, the NRA will notify you in writing of the terms that would be applicable to any new assignment.

## **18. Governing Law**

18.1 Any dispute about the terms of any assignment undertaken will be governed exclusively by English Law.

18.2 **Entire Agreement** – the terms set out in this agreement comprise the whole agreement between you and NRA. They are the full and exclusive terms that shall apply to any assignment and supersede any previous agreements between us. No

terms other than those set out here shall (unless required by statute) apply to any assignment you undertake. However (as set out in paragraph 18 above) NRA may choose to vary these terms and if it does so, it will notify you of any changes in writing and they shall be deemed to form part of this agreement, replacing any conflicting terms set out in this letter.

Yours sincerely,

Jodie Gray-Piazza  
Deputy Head of Range Services

For and on behalf of NRA

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I have read, understood and agree to accept in full the terms as set out in this letter as being those that will apply to any future assignment.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**DECLARATION BY PARENT OR GUARDIAN (if under school leaving age):**

I give my permission for the person named above to be engaged as a casual member of staff by the National Rifle Association.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## WORKING TIME ELECTION FORM

*Please tick one of the boxes below and sign and date this form. Completed forms should be returned to Head of Support Services. We are unable to offer you any work until we have received this form.*

I wish to opt-out of the 48-hour working week restriction under the Working Time Regulations 1998.

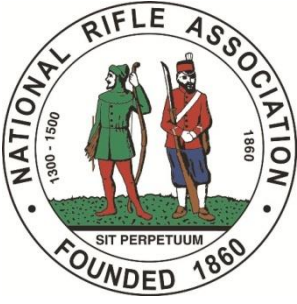
You may terminate this agreement by giving three months' written notice at any time.

I do not wish to opt-out of the 48-hour working week restriction under the Working Time Regulations 1998.

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_



# Personal Details Sheet

(Please complete all sections in capital letters and remember to update this information with the NRA if ANY of this information changes. Thank you.)

## 1. Personal details

Surname: ..... Forename(s):.....

Title: Mr/Mrs/Miss/Ms/Other (please specify): .....

## 2. Medical Conditions

Please describe any medical conditions you have that may directly or indirectly affect you at work:

.....  
.....  
.....  
.....

## 3. Prescriptions

Please list any prescription medicines, tablets etc that you take on a regular basis

.....  
.....  
.....

## 4. Next of kin/emergency contact details (please inform this person that he/she is your emergency contact)

Full name of person to contact in case of emergency: .....

Their relationship to you (e.g. father or partner): .....

Their home telephone number (including dialling code): .....

Their work telephone number: .....

Their mobile number: .....

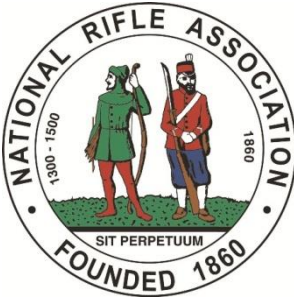
Their e-mail address: .....

Their home address: .....

Post Code: .....

5. Date this form was completed: .....





## Details required from employee for salary payment including Bank/Building Society details

Your full name: .....

Home Address: .....

.....

Postal Code:.....

Home telephone number (with dialling code): .....

Mobile telephone number: .....

Email address: .....

Date of birth:

Male:

Female:

National Insurance Number: .....

Bank/Building Society Name: .....

Branch: .....

Account Name: .....

Sort Code: .....

Account Number: .....

P45 attached (from your previous employer) ?    YES/NO    If No, P46 completed?    YES/NO

### For personnel use:

Contract Type:            Permanent/Temporary/Fixed Term

Job Title:                    .....

Department:                .....

Salary agreed:            £..... per annum    or    Daily Rate agreed:    £.....

Overtime rates etc:        .....

.....

Start Date: .....                    End Date (temporary and fixed-term only) .....

## Employee Statement

You need to select only **ONE** of the following statements **A, B** or **C**

- A –** This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B –** This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C –** As well as my new job, I have another job or receive a State or Occupational Pension.

Do you have a Student Loan which is **not** fully repaid and **all** of the following apply:

- You left a course of UK higher education before last 6 April.
- You received your first Student Loan instalment on or after 1 September 1998

No

Yes

## **PROOF OF RIGHT TO WORK IN THE UK LIST OF ACCEPTABLE DOCUMENTATION**

To comply with the Immigration, Asylum and Nationality Act 2006, before you begin working for the NRA, you must supply original documentation proving that you have a right to work in the United Kingdom (UK). (References to Border Agency or Border and Immigration Agency will include any agency replacing this organisation.)

This may be either:

### **DOCUMENTS WHICH SHOW AN ON-GOING RIGHT TO WORK**

- **ONE** document from List 1, below; or
- **TWO** documents from List 2, below, which must include a document giving your permanent National Insurance (NI) number and name; or

### **DOCUMENTS WHICH SHOW A RIGHT TO WORK FOR UP TO 12 MONTHS**

- Either **ONE** of **TWO** documents in the correct combination from List 3

The appropriate original documentation should be supplied as soon as possible to the person who sent you this letter. **Copies are NOT acceptable**, you need to deliver your identification in person before you start work.

If you have any queries about this process, or about the documentation required, please contact the person who sent you this letter.

#### **List 1**

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.

6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

## **List 2**

A document giving your permanent National Insurance Number and name. This could be: a P45 or P60 issued by a previous employer, a National Insurance card, or a letter from a relevant Government Agency.

### **TOGETHER WITH ANY ONE OF THE FOLLOWING:**

7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.
8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents.
9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents.
10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland
11. An adoptions certificate issued in the Channel Islands, the Isle of Man or Ireland.
12. A certificate of registration or naturalisation as a British citizen.
13. A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom.

Note that if for any reason the name given on the two documents that you supply is not identical, you will also need to supply a third original document to explain the reason for the difference. This could be a marriage certificate, divorce document, deed poll, adoption certificate, or statutory declaration.

### List 3

14. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
15. A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
16. A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.
17. A Certificate of Application issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months **when produced in combination with** a positive confirmation letter from the Employer Checking Service.
18. A residence card or document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
19. An Application Registration Card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** a positive confirmation letter from the Employer Checking Service.
20. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
21. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

## NRA Markers Checklist

You must provide the following. If you do not do so, you will not be eligible to join the bank of NRA Markers.

- Signed invitation to join National Rifle Association (NRA) bank of Marker staff. Keep one copy for your own records.
- The signature of your parent or guardian if you are under school leaving age.
- Completed Working Time Election Form.
- Completed Personal Details Sheet (two pages).
- A P45 from your previous employer or a completed P46S if you do not have a P45.
- Original documents proving eligibility to work in the UK.

Surrey County Council byelaws regulate the employment of compulsory school aged children over the age of 13 and specify conditions under which such children may be issued with an Employment Permit. No child under the age of 13 years can join the bank of NRA Markers.

If you are unable to deliver your documentation in person, you are advised to use recorded delivery. In this case, please indicate whether you require the documents to be returned to you immediately or you would prefer to collect them when you start your first assignment.

# How To Book Work

Email: [markers.mail@nra.org.uk](mailto:markers.mail@nra.org.uk) on Monday for work the coming weekend

If you cannot make your work at short notice then you may ring

01483 797777 Ext 152

This number must NOT be used for booking work as the line gets extremely busy with Range bookings. If you attempt to use this number to book work, you will not get put on the list and it may lead to you being banned

**Instructions for employees**

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. Do not send this form to HMRC.

**Employee's personal details**Last name or family name  First name(s)  Are you male or female?  Male  FemaleDate of birth eg dd mm yyyy    Home address Address line 1 Address line 2 Address line 3 Address line 4 Postcode  
(if your address is in the UK) National insurance number         **Employee statement**


You need to tick **only one** of the following statements A, B or C.

A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State Pension or Occupational Pension.

B - This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State Pension or Occupational Pension.

C - As well as my new job, I have another job or receive a State Pension or Occupational Pension.

D - Do you have a Student Loan which is not fully repaid and all of the following apply:

- You left a course of UK higher education before last 6 April.
- You received your first Student Loan instalment on or after   Yes  No  
1 September 1998.