



EMPLOYEE COMMENCING FORM

(Form 01A)

Please use **BLOCK CAPITALS**, ensuring that all fields are complete. Any incomplete sections may result in delays in you receiving your pay. Should you have any questions or need assistance in completing the application, please **CALL: 0161 532 8492** or **Email: info@newbrollyontheblock.co.uk**

ABOUT YOU

| | | |
|---------------------------------------|------------|----------------|
| TITLE: <i>Mr Mrs Miss Ms Dr Other</i> | ADDRESS 1: | NATIONALITY: |
| SURNAME: | ADDRESS 2: | OCCUPATION: |
| FORENAME (s): | TOWN: | HOME TEL NO: |
| DATE OF BIRTH: / / | COUNTRY: | MOBILE TEL NO: |
| EMAIL ADDRESS: | | |

ABOUT YOUR BANK ACCOUNT

Please enter details of your sterling UK personal bank account. Overseas bank accounts, third party foreign accounts are NOT allowed

| | | |
|-----------------------------------|------------------------------|------------|
| ACCOUNT HOLDERS NAME (s): | SORT CODE: - - | |
| NAME OF BANK OR BUILDING SOCIETY: | ACCOUNT NO: | |
| ADDRESS 1: | | |
| ADDRESS 2: | | |
| TOWN: | COUNTRY: | POST CODE: |

ABOUT YOUR AGENCY OR CLIENT

Please provide details of your Agency or client whom we are to invoice, if you have a specific branch contact in addition to your payroll contact, please also provide details.

| | | |
|-----------------------|-------------------------|------------|
| CONTRACT START DATE: | PAYROLL CONTACT NAME: | |
| AGENCY / CLIENT NAME: | PAYROLL CONTACT NUMBER: | |
| ADDRESS 1: | EMAIL ADDRESS: | |
| ADDRESS 2: | | |
| TOWN: | COUNTRY: | POST CODE: |

ABOUT YOUR PAY

| | |
|--|---|
| ARE YOU PAID: <i>HOURLY / DAILY / WEEKLY / OTHER</i> | Want us to notify you by SMS when your pay is on its way? no problem, enter your preferred mobile number below and we will set this service up for you straight away! |
| RATE OF PAY: | |
| HOW FREQUENTLY ARE YOU PAID: <i>WEEKLY / FORTNIGHTLY / MONTHLY</i> | |
| MOBILE NUMBER: | |

SECURITY QUESTIONS

When you call us in the future we will want to make sure we are speaking to you before we divulge personal or confidential information, therefore, please spend just a few moments completing the security questions below. NEVER divulge the answers to these questions to third parties.

| | |
|---------------------------|--------------------|
| YOUR MOTHERS MAIDEN NAME: | YOUR FIRST SCHOOL: |
|---------------------------|--------------------|

YOUR P45 / P46

To ensure that the correct taxes are deducted from your salary, please advise which of the following you will provide (please highlight):

P45 from previous employer

P46

YOUR RIGHT TO WORK IN THE UNITED KINGDOM

You are required by law to prove who you are, and that you are entitled to work in the UK. As your employer, we are also required to evidence your proof of your address.

PLEASE INDICATE BY TICKING THE RELEVANT BOX WHICH DOCUMENTS YOU WILL BE SENDING. WE REQUIRE CLEAR COPIES; EMAIL COPIES ARE ACCEPTABLE. SHOULD YOU NOT HAVE THE REQUIRED DOCUMENTS PLEASE CONTACT US IMMEDIATELY. *

- ☐ I have a current passport proving that I am a UK citizen or a citizen of the UK and colonies having the right to reside in the UK and recent utility bill or bank statement
- ☐ I have a current passport or National Identity card proving that I am a national of a European Economic Area country (including Switzerland) and a recent utility bill or bank statement.
- ☐ I have a current passport endorsed to show that I am allowed to remain in the UK and I am allowed to do any type of work or endorsed to show that I am exempt from immigration control, allowed to remain indefinitely in the UK, have the right abode in the UK, or no time limit on your stay and a recent utility bill or bank statement.

DATA PROTECTION

New Brolly on the Block Ltd will use your information together with other information for employment administration, payroll purposes, marketing and customer services. We will disclose your information to our clients, service providers and agents for these purposes. By signing this form, you give your consent to New Brolly on the Block Ltd processing your information, including sensitive personal data such as health data, whether obtained from you or from another source, for the above purposes.

You also consent to our transferring information to countries which do not provide the same level of data protection as the UK if necessary for the above purposes. If we do make such a transfer, we will put a contract in place to ensure your information is protected.

- ☐ Please tick if you want us to disclose your information for marketing purposes.

You have a right to ask for a copy of your information (for which we charge a small fee) and to correct any inaccuracies. You should make an application to New Brolly on the Block Ltd Customer Service Department, giving 28 days' notice. To make sure we follow your instructions correctly and to improve our service to you through training of our staff, we may monitor or record communications.

You are able by law to adopt a flexible working approach and opt out of the Working Time Regulations put in by the European Working Time Directive.

- ☐ I have read and understood the regulations available at www.bis.gov.uk and agree with this statement.

NOTICE

We do not provide tax, legal or accounting advice. All material in which ever format it is received and or viewed has been prepared to provide information only and should not be relied on for, tax, legal or accounting advice.

We shall not be held liable or responsible for making such information available to you and any tax or financial consequences that you may incur in connection. Any information you receive from us is not intended or written by us to be used, and cannot be used, for the purpose of (i) avoiding penalties that maybe imposed by any governmental taxing authority or agency, or (ii) promoting, marketing or recommending to another party any matters addressed herein.

This application is not intended as an offer or solicitation for the purchase or sale of any financial instrument. No warranty or representation, express or implied, is made by us, nor do we accept any liability with respect to the information and data set forth herein. Distribution hereof does not constitute legal, tax, accounting, investment or other professional advice. We recommend you consult with your professional advisors prior to acting on the information set forth herein.

ACCEPTANCE & DECLARATION

- ☐ I confirm that the above details are correct. I have been made aware of any charges that apply
- ☐ I have read, understood and accept the terms and conditions detailed within the application and am aware that this application will apply for each assignment that I undertake through New Brolly on the Block Ltd
- ☐ New Brolly on the Block Ltd and my recruitment company/client have my authority to exchange information

SIGNATURE:

FULL NAME:

DATE: