



New Starter Form

As you are joining the Payroll, we would be grateful if you could let us have the following information in order that we may hold all the personal information on the computer, which we require in order that all of the relevant Tax Returns and payments to you can be made on a timely basis. We would appreciate it if you could let us have the information as soon as possible. Please forward to the address shown.

Surname: _____ First Names: _____

Home Address: _____

Postcode: _____

Home Telephone: _____ Mobile: _____

Date of Birth: _____ National Insurance Number: _____

In case of emergency :

Next of kin: _____

Relationship to you: _____ Contact telephone number _____

Bank Details

Please note. These details will be used by us for all payments made to you unless we are notified of any change.

Bank Name: _____

Address _____

Account Number _____

Sort Code: _____

Email address _____ (please print YOUR

EMAIL ADDRESS CLEARLY) This will be used to send your payslip to you on a weekly basis. It

will be your responsibility to notify K2 of any change of email address.

Terms of Engagement

I have read and understood the 'Terms of Engagement of Temporary Workers' given to me. Should I not provide bank account details to which my wages can be paid, I authorise K2 Recruitment Ltd to take an administration charge of £2.50 for issuing a cheque.

Signed _____ Print _____ Date: _____

Opt Out of 48 Hour Working Week Agreement

DEFINITIONS In this Agreement the following definitions apply:

"Assignment" means the period during which the worker is engaged to render services to the Client.

"Client" means the person, firm or corporate body engaging the services of the Worker.

"Employment Business" means K2 Recruitment Limited of 5 London Road, Bicester OX266BU.

"Working Week" means an average of 48 hours each week calculated over a 17 week reference period.

RESTRICTION

The Working Time Regulations 1998 provide that the Temporary Worker shall not work on an Assignment with the Client in excess of the Working Week unless he agrees in writing that this limit should not apply.

CONSENT

The Temporary Worker hereby agrees that the Working Week limit shall not apply to the Assignment.

WITHDRAWAL OF CONSENT

The Temporary Worker may end this Agreement by giving the Employment Business 4 weeks notice in writing. For the avoidance of doubt, any notice bringing this Agreement to an end shall not be construed as termination by the Temporary Worker of an Assignment with a Client.

Upon the expiry of the notice period the Working Week limit shall apply with immediate effect.

THE LAW These Terms are governed by English law and are subject to the jurisdiction of the English Courts.

Signed _____ Print _____ Date: _____

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