



New Starter Form

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 Bicester
 Oxfordshire
 OX26 6BU
 Tel: 01869 247799
 Fax: 01869 247798
 Email: bic@k2recruitment.co.uk

Personal Information PLEASE COMPLETE IN CLEAR, BLOCK CAPITALS

Title	Surname	First Name	Middle Names
Home Address			Postcode
Email Address			
Home phone	Mobile Phone	National Insurance Number	Date of Birth

In Case of Emergency

Next of Kin	Relationship to you	Contact Number
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Bank Details

BANK Name and Address:

Name of Account Holder:	Sort Code	Account Number
	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

Terms of Engagement & Holiday Entitlement

I have read and understood the 'Terms of Engagement of Temporary Workers' given to me.

I have read and understood the 'Helpful Hints' given to me. I understand my annual leave of 28 days (pro-rata) runs for the 12 month period following my first assignment, and that it's my responsibility to take it within this time frame. If I fail to do so, I will lose any holiday accrued within that period.

Signed	Print	Date
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Opt Out of 48 Hour Working Week Agreement

PLEASE READ AND SIGN THIS SECTION ONLY IF YOU WISH TO WORK IN EXCESS OF 48 HOURS PER WEEK

DEFINITIONS. In this agreement the following definitions apply:
Assignment means the period during which the worked 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 Ltd of 5 London Road, Bicester, OX26 6BU
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 four 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.

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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Office Use Only

Division	Consultant	Passport / ID	VISA Expiry	Employee No
		Birth Cert	P46	
Received			Entered	