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Key information D

This document sets out the key information about your relationship with <<Insert name of Employment Business>> (the <<Insert name of business>>) including details about pay, holiday entitlement and other terms and conditions of employment.

Further information about your relationship with <<Insert name of business>> is available by the Employment Business. <<Insert details of where further information made available by the Employment Business to be found>>.

You can raise concerns about your relationship with <<Insert name of business>> if certain agency worker rights directly with the Employment Agency Inspectorate, the government authority responsible for the enforcement of the Employment Rights Act 1996. You can be contacted on 020 7215 5000 or by email at eas@beis.gov.uk or on 0300 123 1100 (Monday to Friday, 9am to 5pm). Alternatively, you can contact ACAS through its helpline on 0300 123 1100 (Monday to Friday, 9am to 5pm).

General Information

Your name:	<<Insert name of Temporary Worker>>
Name of employment business:	<<Insert name of Employment Business>>
Name of your employer (if different to the name of the Employment Business):	<<Leave blank where Employment Business is the employer, i.e. where there is no umbrella or personal service company paying worker instead of the Employment Business>>
Type of contract you are offered:	[You will be engaged by the Employment Business under a contract for services] <<This wording assumes that the type of contract is as per the accompanying template Representation Offer, but if it is not that type, then insert suitable alternative wording instead>>
Who will be responsible for making payments to you:	[The Employment Business] <<This wording assumes that entity responsible will be as per the accompanying Representation Offer, but if not, i.e. it is an umbrella or personal service company that will make the payments, insert appropriate wording instead>>
How often you will be paid and at which you will be paid:	<<Insert details, e.g. weekly, monthly>>
Rate of pay or expected rate of pay:	<<Insert exact rate of pay to be given or minimum rate Employment Business expects to achieve for the Temporary Worker. "minimum" may be expressed as National Minimum Wage or National Living Wage>> [Details]
Deductions from your pay:	<<Insert list and description of statutory deductions, e.g. income tax, NI, student loan. Actual amounts are not required to be stated>>[Details]
Any other deductions from your pay (to include amounts not calculated):	<<Insert nature and amount / method of calculation of each item. These will be any non-statutory items, e.g. for private healthcare>> [None] OR [Details]

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about your relationship with <<Insert name of >> (the <<Insert name of business>>) including details about pay, holiday

<<Insert details of where further information made available by the Employment Business to be found>>.

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Any fees for goods	<<Insert nature and amount of any such fees charged to Temporary Worker (but note that the accompanying template Representation Offer assumes that there will be no such goods or services provided by Employment Business)>> [None] OR [Details of fees]
Non-monetary benefits	<<Insert statement (description, not monetary amount/value) of benefits to which Temporary Worker will be entitled, e.g. gym membership>> [None] OR [Details]
Annual leave entitlement which entitled:	<<Insert details of holiday entitlement and of holiday pay>> [Details]

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Example Pay Statement

Example gross rate	<<e.g. £XX weekly>>
Deductions from your wage [(estimate)]:	<< Tax, NI etc.>>
Any other deductions from your wage [(estimate)]:	<<list types and amounts of each, e.g. pension, private health care>> [None] OR [Details]
Any fees for goods	<<The accompanying Representation Offer assumes this is not applicable, but otherwise insert details and amount of each, e.g. fees for a DBS check, training, etc.>> [None] OR [Details]
Example net take home pay (gross rate less estimated costs, deductions and fees) [(estimate)]:	<<e.g. £XX weekly>>

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