New Starter Form

K2 Recruitment Ltd t/a Downtown Recruitment
109 High Street
Thame
Oxfordshire
OX9 3DZ
Tel: 01844 212666
Email: info@dtrc.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

Bank Details

BANK Name and Address:

Name of Account Holder:	Sort Code	Account Number

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

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 week's 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

Office Use Only

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

Received	Entered