



# Your Registration Details

## Personal Details

**Umbrella (PAYE)**

Full Name	Email address
Date of birth	National Insurance No.
Address	Next of kin Contact
	Professional Qualifications
	Nationality
Post code	Job Title:
Telephone no.	
Mobile number	

## Eligibility to work in the UK/proof of identity

All applications must be accompanied by a passport. We recommend that your passport is sent by special delivery, this will then be returned by special delivery. Alternatively you can send a copy of your passport counter signed by a professional person.

\*Copies must be counter signed by one of the following: engineer(with professional qualifications)surveyor, trade union officer, chairperson/director/manager of a limited company, accountant, barrister, solicitor, teacher, dentist, police officer, nurse, (srn and sen) civil servant, officer of the armed forces(active or retired) or one of similar standing. If you are unable to provide a passport, please contact our applications department on 0151 652 2573 to discuss which alternative documentation is suitable as proof of eligibility to work in the uk.

Please Tick As Appropriate I have included in my application:                      My passport                      Other Form Of Photographic ID

*NON EU NATIONALS*      If you are not an EU national, you must enclose copies of your work permit or any other approval issued by Work Permits UK.

## Current agency details

Agency Name	Agency Branch
Contact Name	Contact Number
Start Date	

## Assignment details

Duration Of Assignment	Classification of Work
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## Data Protection

To ensure that your personal details remain confidential, a password is required. Each time you contact Apex your password will be requested before we can discuss any personal information. If you wish to change your password at any time in the future, please complete a change of personal details form.

My chosen password is :



# Your Registration Details

## BANK BUILDING SOCIETY DETAILS

Bank Name

Branch

Sort Code

Account Number

Account Holder Name

Roll Ref Number

*This is required if your account is a Building Society or has a Roll Number  
If you are unsure please contact your local branch*

- FAILURE TO COMPLETE THIS SECTION IN FULL WILL DELAY YOUR PAYMENT
- It is your responsibility to ensure that we have your correct bank details.
- It is important to complete this section carefully Ensure you enter your full sort code and account number. Most bank accounts include six digits for the sort code and eight digits for the account number. If you have a building society account this may include a roll number; we do require this, and your eight-digit account number.
- Please note that it is YOUR responsibility to inform APEX Europe of any changes to your bank / Building society details. Should the details you provide be in another person's name and the relationship breaks down between yourself and the account holder, Apex Europe Cannot be held responsible for any errors with payments to the nominated account.

## Declaration

*I declare that the information i have provided is correct. I understand that it is my responsibility to inform apex europe of any changes to my personal, bank/building and agency details.*

**Signed & Date**

**Print**

# Previous Employment History



## Your Previous Contract / Employment Information

Please Select One of the following Options

Selection

I am unwilling to provide up-to 4 months contract / employment history.

I can provide up-to 4 months contract / employment history.

I am unable to provide up-to 4 months contract / employment history.

I am new to contracting and cannot provide a history.

## History

Client

Job Title

Site Address

From To-Date

## Declaration

I confirm the information I have provided, is a true reflection of my contract / employment history. I agree this information will not be shared with any 3rd party of which I am not employed or contracted with, and that this information may be provided upon request to an agency in which I am accepting an assignment / employment with.

*Your Signature*

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# Umbrella contract of employment

## BETWEEN

(1) Apex Europe Limited (Company number 6692651 whose trading office is Maritime House, 14-16 Balls Road, Oxton, Wirral, CH43 5RE) ("Company").

(2) Employee's name and address

## 1. COMMENCEMENT OF EMPLOYMENT

The Employee's employment with the company commenced on  
No previous employment counts as part of his/her period of continuous employment with the Company.

## 2. JOB TITLE AND REPORTING

The Employee's job title is \_\_\_\_\_ This title does not limit your duties and the Company may require you from time to time to do any work within your capacity. You will report to the Client's payroll clerk, or such other person as may be authorised by the Company and notified to you.

## 3. PLACE OF WORK

The nature of the Employee's work is such that he/she may be required to work at any place that the Company requires him/her to work for a client within the United Kingdom.

## 4. HOURS OF WORK

The Company agrees to offer you opportunities to work in the above position when a suitable assignment becomes available to a client of the Company who may require your services.

The Company is under no obligation to provide you with any work or to provide any minimum number of hours of work in any day or week, but the Company shall use its reasonable endeavours to provide work for you from time to time.

You acknowledge that there may be periods between assignments where no work is available.

You have no set hours of work and hours of work will vary according to the requirements of the assignment which you are engaged upon from time to time.

## 5. PAY

The Company will pay you wages calculated at an hourly rate of pay in accordance with National Minimum Wage legislation in force at the relevant time. Such wages will be paid at regular intervals, the longest of which will be Weekly in arrears and will be subject to the prior deduction of income tax and National Insurance contributions.



# Umbrella contract of employment

## 6. DEDUCTIONS FROM PAY

The Company shall be entitled to deduct any amounts owed to the Company by you from your wages.

If, on the termination of employment, you owe any money to the Company, the Company shall be entitled to deduct any such money from any wages due.

The Company shall be entitled to appoint a third party to assist in the recovery of all amounts owed by you to the Company. The Company shall be entitled to recover and you shall indemnify and shall keep indemnified the Company in respect of all costs, fees and expenses or losses incurred by or on behalf of the Company in taking such action.

In calculating any bonus due to you, in addition to any wages in accordance with the National Minimum Wage legislation, the Company will take into account any employer's National Insurance incurred by the Company. You agree that the Company can make such deductions for employer's National Insurance in calculating your pay. For the avoidance of any doubt, you agree that in accordance with the Social Security Contributions and Benefits Act 1992 Schedule 1 paragraph 3A(2), the Company can recover (whether by deduction or otherwise) the whole or any part of any secondary Class 1 Contribution payable.

## 7. HOLIDAYS

You are entitled to 28 days holiday each holiday year. This entitlement is inclusive of bank and public holidays and holiday entitlement under the Working Time Regulations 1998. The holiday year commences on 1st January and ends on 31st December each year and it is your obligation to ensure that your full holiday entitlement is taken during the holiday year.

You will accrue holiday pay at a rate of 12.07% based on the national minimum wage at that time, on a 35 hour week in accordance with the Working Time Regulations. The amount of holiday pay accrued will be shown on each payslip you receive and will be paid to you weekly unless requested formally at the beginning of your contract. Should you wish your holiday pay to be accumulated and paid to you when you take the leave please notify us at the beginning of your contract.

If you wish to take accumulated leave during the course of an assignment you must give to the Company notice in writing of at least twice the length of the leave you wish to take. The Company may by notice in writing, of at least the length of the leave requested, ask you to take such leave on alternative dates or reduce such leave.

The Company may require you to take holidays during periods when no assignment is available. You may only request and take holidays that have been accrued in the current holiday year. Holidays are not permitted to be taken in any other holiday year than the holiday year in which they are accrued.

## 8. SICKNESS ABSENCE AND SICKPAY

If you are unable to attend work because of sickness or injury, you must notify your payroll clerk as soon as reasonably possible and in any event within one hour of your start time. You must complete and return to the Company a self-certification form in respect of the first seven days (including weekends) of any sickness absence; and provide the Company with a medical certificate from your General Practitioner or other registered medical practitioner for periods of sickness absence in excess of seven days (including weekends) or more and with medical certificates for each subsequent week of sickness absence.

The Company will pay statutory sick pay in accordance with legislation in force from time to time, provided you comply with the notification and certification procedure set out above.

## 9. TERMINATION

The written notice which the Company is required to give to terminate your employment is one week's notice if continuously employed for up to two years and then one week's additional notice for each completed year of employment from two completed years up to a maximum of twelve weeks' notice.

The notice required from you to the Company to terminate employment is one weeks' written notice.

Your employment may be terminated summarily without notice by the Company in the event that the Company believes that you have committed any gross or serious misconduct.

Your employment may be terminated summarily or, at the sole discretion of the Company, suspended for such period as the Company shall decide where at any time you cease to hold all necessary licences and permits required to carry out the role for which you are employed.



# Umbrella contract of employment

## 10 STATUS OF EMPLOYEE

Although the Employee will be subject on occasions to a client's regulations when attending their premises or sites the Employee will remain throughout the currency of this agreement an employee of the Company and will automatically be subject to the reasonable rules of the Company.

## 11. OBLIGATIONS OF THE EMPLOYEE

You shall, when sent on an assignment and when providing services to a client, comply with the following conditions:

- Not to engage in any conduct detrimental to the interests of the Company;
- Be present during the times, or for the total number of hours during each day or week as may be agreed;
- As and when required by the Company or a client to produce time sheets which accurately reflect the work done and hours worked;
- Maintain all certificates and permits required to carry out your role and to immediately notify the Company where any such certificates or permits are revoked or expire and are not immediately renewed;
- Take all reasonable steps to safeguard your own safety and the safety of other persons who may be affected by your actions at work.
- to co-operate with the client's reasonable instructions and accept the direction of any responsible person in the client's organisation within the scope of your role;
- to observe any relevant rules and regulations of the client's establishment or the premises to which your attention has been drawn or which you might reasonably be expected to be aware of; including but not limited to those relating to health and safety

## 12. COLLECTIVE AGREEMENTS

No collective agreements exists which relate to any term or condition of the Employee's employment.

## 13. WORKING TIME REGULATIONS

You hereby agree to contract out of the right not to work in excess of an average of 48 hours per week over a seventeen week reference period under the Working Time Regulations 1998 ("WTR").

You are entitled to contract back into the right not to work in excess of 48 hours under the WTR by providing the Company with three months' notice in writing in advance of the date upon which you wish to commence taking advantage of the right, which shall not in any event be during an on-going assignment.

You acknowledge that you must co-operate with all the policies and procedures put in place by the Company to comply with its obligations under the WTR. Failure to do so will be treated as a disciplinary matter. You acknowledge that the Company is your primary employer and accordingly you must notify the Company of any other work undertaken by you and provide full details of hours worked on a weekly basis.

## 14. DATA PROTECTION AND MAINTENANCE OF RECORDS

You acknowledge that during the course of your employment it will be necessary for the Company to maintain personnel records in relation to you.

All information concerning you which is personal data and which is processed by the Company, for the purpose of data protection legislation in force at the relevant time, shall be processed only in accordance with such legislation and you acknowledge that by signing this contract you consent to the company processing such data for personnel management and administration, and such other lawful purposes.

## 15. GRIEVANCE AND DISCIPLINARY PROCEDURES

The Company's Disciplinary and grievance procedures in force at the relevant time are applicable to this contract of employment. Copies of the Company's disciplinary and grievance procedures are available from the Employee's payroll clerk. The Company's disciplinary and grievance procedures do not form part of the Employee's contract of employment.



## 16. PENSION

The Company operates a Stakeholder pension scheme which you are entitled to participate in, subject to the rules of such scheme and HM Revenue & Customs limits in force at the relevant time.

## 17. AGENCY WORKER REGULATIONS

To enable us to monitor your entitlement to certain rights under the Agency Worker Regulations 2010 you will observe the following: On commencement of employment and after any period during which you are not performing work for the Company other than for reasons of sickness or paid annual leave which you have already notified the Company of in accordance with the relevant clauses of this Contract, you will inform the Company of the length of the period of absence, the reason for it, the identity of any hirer for whom you have worked during such absence, the period worked and details of the role performed for such hirer(s).

On commencement of employment and at any time thereafter you will notify the Company of any changes that have occurred to your name or identity whether by marriage, deed poll or for any other reason.

**SIGNATURE**

**Signed & Date**

**Print**



# 48 HOUR OPT OUT AGREEMENT

## 1. DEFINITIONS

1.1 In this Agreement the following definitions apply:

*"Assignment"*

Means the period during which the worker is engaged to render services to the client.

*"Client" "Company"*

Means the person, firm or corporate body engaging the services of the worker.

*"Temporary Worker"*

Means Apex of 14-16 Balls Rd, Oxton, Wirral, CH43 5RE

*"Working Week"*

Means an average of 35 hours each week calculated over a 17-week reference period.

1.2. References to the singular include the plural and references to the masculine include the feminine and vice versa.

1.3. The headings contained in this agreement are for convenience only and do not affect their interpretation.

## 2. RESTRICTIONS

2.1 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 s/he agrees in writing that this limit should not apply.

## 3. CONSENT

3.1 The temporary worker hereby agrees that the working week limit shall not apply to the assignment.

## 4. WITHDRAWAL OF CONSENT

4.1. The temporary worker may end this agreement by giving the company 14 days' notice in writing

4.2. 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.

4.3. Upon the expiry of the notice period set out in clause 4.1 The working week limit shall apply with immediate effect.

## 5. THE LAW

5.1. These terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the court of England & Wales

## SIGNATURE

Signed & Date

Print





# Expense Claim Form

Please note we can only accept original receipts. This form must NOT be faxed.

## Your Details

Name:	Employee Number:	Agency:
Expenses associated with traveling to or from work at a site are allowable for up to 24 months at one site provided you do not expect to be at the site more than 24 months.		

## Use of a private car

To validate your mileage claim we require petrol receipts. For every 100 miles claimed you should submit petrol receipts to the value of at least £12.00. Please see page 2 for further details.

## Vehicle Details

Make :	Registration:	Model:
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## Vehicle Fuel & Type Details

Hire Vehicle	Motorcycle	Bicycle
Diesel	Petrol	LPG

## Travel & Mileage Details

<i>Date Of Travel</i>	<i>Destination</i>	<i>Mileage</i>
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## Other Expenses & Subsistence

Total
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Receipts must be attached for all claims. If the receipt includes vat then the VAT amount is the totals divided by 6.17. The VAT excl amount is the total minus the VAT amount. If the receipt does not have a VAT number then the vat column for the receipt will be blank.

<i>Below 10h Per Day</i>	<i>Over 10h Per Day</i>	<i>Vat Expenses</i>	<i>Non Vat Expenses</i>

Please ensure all required sections are filled in correctly and relevant receipts attached. Failure to do so could delay the process of your claim. If you are unsure about how to fill in any of the form, please contact your CLO on 0151 652 2573

## Declaration

I DECLARE THAT THE ABOVE EXPENSES WERE INCURRED WHOLLY, NECESSAIRLY AND EXCLUSIVELY IN THE EXECUTION OF MY DUTIES AS AN EMPLOYEE OF APEX EUROPE.

Signed:

Dated:

**Return To :**

Apex Europe, Maritime House, 14 - 16 Balls Road, Oxton, Wirral, CH43 5RE

Tel : 0151 652 2573 Fax : 0151 652 2421



# Worker Fees - Umbrella ( Paye )

Payment Band	Fee Applied
£0-£130.01	£6.00
£130.01-£250.99	£12.50
£251-£450.99	£17.50
£451 and above	£22.50

Fees includes all applicable insurance, terms, condidtions and exclusions apply. Please ask your CLO for further information.

