

# Personal details form



Title: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Home Tel. Number: \_\_\_\_\_

Mobile: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_

NI Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_

P45/P46 ENCLOSED: (PLEASE TICK)

Next Of Kin: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Start Date: \_\_\_\_\_

Branch: \_\_\_\_\_

Tel Number: \_\_\_\_\_

Bank/Building Society Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Account Holder Name: \_\_\_\_\_

Account Sort Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Roll Number: (if applicable) \_\_\_\_\_

## **Checklist of information and documents required to complete your enrolment as an employee of Payco Umbrella**

Completed Personal Details Form

Signed Terms and Conditions of Employment with confirmation of how you want to receive your holiday pay

Copy of passport or other proof for eligibility to work regulations

P45 or alternatively enclosed P46

**There is provision in the Conduct of Employment Agencies and Employment Businesses Regulations for companies and those workers whose services they supply, to opt out of the Conduct Regulations 2003. If you wish to opt out please read this form carefully. If you require any further information please do not hesitate to contact us and we also recommend you may want to take independent legal advice.**

**NAME/ ADDRESS OF PARTIES:**

1. UK Payco Contractors Ltd T/A Payco Umbrella  
Payco House  
1 Middle Street  
Lancaster, LA1 1JZ  
(The Contractor)

2. \_\_\_\_\_

\_\_\_\_\_

(The Individual)

**For electronic use: please tick this box to accept the above**

This opt out notification is both separate and supplementary to any agreement entered into by the contractor for the supply of services to any company defined as an Employment Agency or Employment Business within the Conduct Regulations 2003.

The Contractor and the Individual acknowledge that it is their intention that the provisions of the Conduct of Employment Agencies and Employment Businesses Regulations 2003 do not apply to any Assignment which otherwise, by virtue of the terms of the supply, would fall under the Conduct Regulations 2003 in the absence of this Opt Out.

The Parties have freely entered into this Opt Out notification.

The individual is free to withdraw from this Opt Out Notification at any time by giving not less than one weeks written notice to the Contractor. However where notice is given during any assignment that would be subject to the Conduct Regulations 2003 the notice will not take effect until the individual stops working in the position in question.

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**For And on behalf of UK Payco Contractors Ltd T/A Payco Umbrella**

**For and on behalf of the individual**

**For electronic use: please tick this box to accept the above**

**Date:** \_\_\_\_\_