

# SIMPLY UMBRELLA 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)	<input type="checkbox"/>		
NEXT OF KIN:	_____	CONTACT NUMBER:	_____
AGENCY/COMPANY:	_____		
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 simply 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

# SIMPLY UMBRELLA

## CONDUCT OF EMPLOYMENT

### AGENCIES AND EMPLOYMENT BUSINESSES REGULATIONS 2003 OPT OUT NOTIFICATION

There is provision in the Conduct of Employment Agencies and Employment Businesses Regulations 2003 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. Simply Umbrella Ltd  
Payco House  
1 Middle Street  
Lancaster, LA1 1JZ  
(The Contractor)

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

(The Individual)

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 a 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 Simply Umbrella Ltd**

**For and on behalf of the individual**

**Date:**

/ /

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