**Key Information Document**

This document sets out key information about your working relationship with us, including details about pay, holiday entitlement and other benefits.

**General Information**

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| Your name: |  |
| Name of employment business: | Nextgen Recruits Ltd  Temp Hotline (24hr Service) 07956 656733 |
| Type of contract you will be engaged under: | Contract for Services |
| How often you will be paid: | Weekly, normally on the Thursday following the week that you have worked, if we have received your approved timesheet/had your hours confirmed before the published deadline. Our working week is Sunday – Saturday. |
| Expected or minimum rate of pay: | £10.42 per hour |
| Deductions from your pay required by law: | PAYE Income Tax  Employees National Insurance  Pension contributions where eligible (after qualifying period) |
| Any other deductions or costs from your pay (to include amounts or how they are calculated): | Student Loan Deductions where applicable.  Detachment of Earnings Orders if applicable. |
| Holiday entitlement and pay: | You are entitled to 5.6 weeks paid leave per year. Our holiday year runs from 6th April until 5th April. You must book leave with at least 2 weeks’ notice and you can only be paid for the amount of leave that you have earned. The value of your account will be determined by the accrual to date. |
| Additional benefits: |  |

**Example Pay**

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| Example rate of pay: | £10.42 per hour (Over 25s National Living Wage) for a 37 hour week = £385.54 |
| Deductions from your wage required by law: | Income Tax: £28.70  National Insurance: £17.22  Pension Contributions @ 5%: £19.27 **(After qualifying period, typically 3 months)**  Detachment of Earnings Order (where applicable) |
| Any other deductions or costs from your wage: |  |
| Any fees for goods or services: |  |
| Example net take home pay: | £320.35 |

**Example pay is an indication based on a possible working week and not all assignments will be 37 hours per week. Income tax calculation assumes full tax free allowance.**

By signing this, you are confirming that you understand and acknowledge all of the information presented to you on page 1, page 2 and page 3.

Date:

Print Name:

Signature: