



Ontime

Umbrella

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web: www.ontimepayroll.co.uk

PERSONAL DETAILS - Please complete in CAPITALS

First Name:	Surname:
Date of Birth: / / Male <input type="checkbox"/> Female <input type="checkbox"/>	Nationality:
Job Title:	
National Insurance Number:	
Home Telephone Number:	
Mobile Number:	
Email:	
Address:	
	Town / City:
County:	
Postcode:	

BANK DETAILS - Please complete in CAPITALS

Name of Bank / Building Society:	Branch Location:
Sort Code: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	Account Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Roll Number (if applicable):	Name of Account Holder:

AGENCY DETAILS

Agency Name:	Branch Location:
Contact Telephone Number:	Name of Consultant:
Agency Start Date:	
Length of Contract:	
Type of Assignment:	

NEXT OF KIN DETAILS

Name:	Contact Number:
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DECLARATION

I can confirm all the above details are correct and it is my responsibility to inform Ontime to any changes in my personal details. I also confirm that I have read and understood the contract of employment and all related paperwork.

Signed:

Date:

DECLARATION

1. I agree to provide a copy of any professional or work related qualifications or certificates that relate to my job title or current assignment.
2. I can confirm that I have made myself familiar with Ontime's online health and safety handbook and I am aware of all health and safety issues relating to my assignment and will also adhere to all site/workplace safety rules and regulations as standard.
3. I have submitted a P45 from my previous employer or completed a P46 form.
4. I confirm that I have provided Eligibility to Work in the UK documents or copies of (e.g. Passport, National Identity card, drivers' license, HMRC documents, birth certificate etc.) as detailed on the list within the starter pack.
5. I intend to work on various temporary contracts throughout my employment with Ontime.
6. I do not intend to be at my current workplace for more than 24 months.
7. I confirm that I will make myself familiar with Ontime's online Expense Guide or request a copy of the company's Expense Policy.
8. I confirm that any expense claim I make will be **incurred wholly, exclusively and necessarily in the performance of the duties of the employment.**

I confirm that all the information I have given is correct and I understand that it is my responsibility to inform Ontime of any changes in my personal or assignment details as soon as possible. I agree with the terms and conditions set out in my employment contract and all supporting documents, and I have kept a signed copy for my own records.

Name: _____

Signed: _____

Date: _____

If you have any questions regarding the correct completion of this form please contact us:
0113 8267260 or sales@ontimecontracts.com