

## Employment Application

PRIVATE & CONFIDENTIAL

Please print in CAPITAL LETTERS. YOU MUST COMPLETE ALL PARTS OF THE FORM and return to SmartPAY Limited

APPLICANT INFORMATION			
Title	First Name	Surname	Date of Birth
Address			Postcode
Home No	NI No	Email Address	
Mobile No	Nationality	Mother's Maiden Name	
Occupation	How Did You Hear Of Us?		
To ensure we deduct the correct taxes, we require a P45 from your previous employer. Please tick this box if you are enclosing your P45.		If you are unable to obtain a P45, you are required to complete a P46. Please tick this box to confirm you have enclosed a P46.	

BANK DETAILS			
Bank Name	Account Number		
Account Name	Sort Code		
Building Society Ref	Name of Account Holder		

INVOICING DETAILS			
Agency / Client Name	Branch Name		
Payroll Address	Branch Address		
Postcode	Postcode		
Payroll Contact	Agency Contact		
Tel No	Branch Tel No		
Fax No	Branch Fax No		
Rate	Per Hour / Day	Overtime Rate	
Currently Paid Via	Weekly / Monthly Pay		
Start Date	Hours worked		

You are required by law to prove who you are, and that you are entitled to work in the UK, and we require proof of your address. Please provide the following:

- A current passport proving that you are a UK citizen or a citizen of the UK and Colonies having the right to reside in the UK and a recent utility bill or bank statement, or
- A current passport or national identity card proving that you are a national of a European Economic Area country (including Switzerland) and a recent utility bill or bank statement, or
- A current passport endorsed to show that you are allowed to stay in the UK and are allowed to do any type of work or endorsed to show that you are exempt from immigration control, allowed to stay indefinitely in the UK, have the right of abode in the UK, or no time limit on your stay and a recent utility bill or bank statement.

Please indicate by ticking the relevant box which documents you are enclosing. **We require clear copies, fax / email copies are acceptable until we receive originals by post.** Should you not have the above documents, please see a guide of alternatives on [www.smartpaylimited.com](http://www.smartpaylimited.com)

[www.smartpaylimited.com](http://www.smartpaylimited.com)

Tel: 01253 357589

Fax: 01253 358618

**GENERAL**

**Data Protection Notice**

The company will use your information together with other information for employment administration, payroll purposes, marketing and customer services. We will disclose your information to our clients, service providers and agents for these purposes.

By signing this form, you give your consent to the Company processing your information, including sensitive personal data such as health data, whether obtained from you or from another source, for the above purposes. You also consent to our transferring information to countries which do not provide the same level of data protection as the UK if necessary for the above purposes. If we do make such a transfer, we will put a contract in place to ensure your information is protected. If you do not want us to disclose your information for marketing purposes please tick here  You have a right to ask for a copy of your information (for which we charge a small fee) and to correct any inaccuracies. You should make an application to the Company's Customer Service Department, giving 28 days notice.

To make sure we follow your instructions correctly and to improve our service to you through training of our staff, we may monitor or record communications.

You are able by law to adopt a flexible working approach and opt out of the Working Time Regulations put in time by the European Working Time Directive. I have read and understood the regulations available at [www.bis.gov.uk](http://www.bis.gov.uk) and agree with this statement.

**DECLARATION (PLEASE READ THIS CAREFULLY BEFORE SIGNING THIS APPLICATION)**

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give the Company the right to terminate any employment contract offered.
2. I confirm that I have read the Data Protection Notice above and consent to the Company using my personal information, including sensitive personal data, whether obtained from me or another source for appropriate purposes in accordance with all relevant legislation.

**Signed:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Print Name:**

**YOUR AGREEMENT**

Please **return one signed copy of this application form to us at the above address**, please keep one copy for your own records. Additionally if you have not already done so please send us copies of your **photo ID and address confirmation**, and your **P45** from your previous employer or complete the **P46** enclosed, so we can allocate the correct tax code and ensure accurate payments are made to you.

Please check our website [www.smartpaylimited.com](http://www.smartpaylimited.com) for more detailed information on all of our services. We hope that you will be more than satisfied with our services and look forward to working with you

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