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Key information Document

This document sets out the details of your Employment Business and your entitlement and other information.

Further information is available by the Employment Business.

You can raise concerns about the Employment Agency or the enforcement of the law by emailing cas@beis.gov.uk or by calling the Labour Market Unit, Victoria Street, London SW1H 0EX on 0300 123 1100 (text only).

General Information

Your name:
Name of employment business:
Name of your employer (if not the Employment Business):
Type of contract you are offered:
Who will be responsible for your pay:
How often you will be paid and at which you will be paid:
Rate of pay or expected pay:
Deductions from your pay:
Any other deductions from your pay (to include amounts not calculated):

about your relationship with <<Insert name of Employment Business>> (the business) including details about pay, holiday entitlement and other information.

Insert details of where further information made available by the Employment Business (to be found>>).

If you are not entitled to certain agency worker rights directly with the Employment Business, you can contact the Enforcement Directorate, the government authority responsible for the enforcement of the law, on 020 7215 5000 or by email at cas@beis.gov.uk or by calling the Labour Market Unit, Victoria Street, London SW1H 0EX on 0300 123 1100 (text only). Alternatively, you can contact ACAS through its helpline on 0300 123 1100 (text only).

<<Insert name of Temporary Worker>>
<<Insert name of Employment Business>>
<<Leave blank where Employment Business is the employer, i.e. where there is no umbrella or personal service company paying worker instead of the Employment Business>>
Type of contract you are offered: [You will be engaged by the Employment Business under a contract for services] <<This wording assumes that the type of contract is as per the accompanying template Representation Offer, but if it is not that type, then insert suitable alternative wording instead>>
Who will be responsible for your pay: [The Employment Business] <<This wording assumes that entity responsible will be as per the accompanying Representation Offer, but if not, i.e. it is an umbrella or personal service company that will make the payments, insert appropriate wording instead>>
How often you will be paid and at which you will be paid: <<Insert details, e.g. weekly, monthly>>
Rate of pay or expected pay: <<Insert exact rate of pay to be given or minimum rate Employment Business expects to achieve for the Temporary Worker. "minimum" may be expressed as National Minimum Wage or National Living Wage>> [Details]
Deductions from your pay: <<Insert list and description of statutory deductions, e.g. income tax, NI, student loan. Actual amounts are not required to be stated>>[Details]
Any other deductions from your pay (to include amounts not calculated): <<Insert nature and amount / method of calculation of each item. These will be any non-statutory items, e.g. for private healthcare>> [None] OR [Details]

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Any fees for goods or services provided to Temporary Worker (but note that the accompanying template Representation Offer assumes that there will be no such goods or services provided by Employment Business)>> [None] OR [Details of fees]	
Non-monetary benefits provided to Temporary Worker (but note that the accompanying template Representation Offer assumes that there will be no such benefits provided by Employment Business)>> [None] OR [Details]	
Annual leave entitlement provided to Temporary Worker (but note that the accompanying template Representation Offer assumes that there will be no such entitlement provided by Employment Business)>> [None] OR [Details]	

Example Pay Statement

Example gross rate of pay (e.g. £XX weekly)>>	
Deductions from your pay (e.g. Tax, NI etc.)>>	
Any other deductions from your pay (e.g. pension, private health care)>> [None] OR [Details]	
Any fees for goods or services provided to Temporary Worker (but note that the accompanying Representation Offer assumes this is not applicable, but otherwise insert details and amount of each, e.g. fees for a DBS check, training, etc.)>> [None] OR [Details]	
Example net take home pay (e.g. £XX weekly)>>	