

**Welcome to Churchill Knight Umbrella.**

Please provide us with the information below in **BLOCK CAPITALS**. Once you have completed the form, please return it to your recruitment agency or email it directly to [umbrella@churchill-knight.co.uk](mailto:umbrella@churchill-knight.co.uk).

If you have any questions, please give Churchill Knight Umbrella a call on **01707 671641**.

**About you**

**Title:** \_\_\_\_\_ **Date of Birth (DD/MM/YYYY):** \_\_\_\_\_

**Forenames:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**County:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Passport/ID Number:** \_\_\_\_\_

**Passport/ID Country of Issue:** \_\_\_\_\_

**National Insurance Number:** \_\_\_\_\_ **National Insurance Code:** \_\_\_\_\_

**Tax Code:** \_\_\_\_\_ **Student Loan Repayments:** Yes No

**Your bank details**

**Bank/Building Society Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Building Society Reference (if applicable):** \_\_\_\_\_

**Sort Code:**        -        -

**Your assignment**

**Name of your Recruitment Agency:** \_\_\_\_\_

**Name of Agent:** \_\_\_\_\_

**Agent Email Address:** \_\_\_\_\_

**Agent Phone Number:** \_\_\_\_\_

**Assignment starts (DD/MM/YYYY):** \_\_\_\_\_ **Assignment ends (DD/MM/YYYY):** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Your hourly rate of pay on this assignment: £** \_\_\_\_\_

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### Your assignment (continued)

<b>Will you be working with full time employees as part of a team?</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
<b>Is your role the same as any full time employees working for your client?</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
<b>Is your role an ongoing requirement for your client?</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>

### Terms and Conditions of Service

Your pay and your holiday pay will be determined in accordance to the National Minimum Wage and Working Time Directive. Churchill Knight Umbrella will deduct our margin from your pay as agreed and you are confirming you are happy for us to do this. Churchill Knight Umbrella must have confirmation of your working hours and rates, supported with a correctly signed timesheet before you receive your payments. We will not send you any funds until we have received your funds from your recruitment agency/end client. Bank Holidays may affect you receiving your payments on schedule. Churchill Knight Umbrella run payroll daily (Monday to Friday) and will pay you in accordance to your agreed schedule when all the necessary processes from yourself have been completed and we have received your funds into our account. Churchill Knight Umbrella will not negotiate changing your payment frequency and we do not hold onto your funds once we have received them. You must contact your recruitment agency to change your payment schedule. By submitting this form, you are confirming that you have had no incidences that could bring Employers' Liability or Public Liability insurance into effect since your first communication with Churchill Knight Umbrella and the submission of this form. Any previous and current cases regarding possible insurance claims that you are involved in have been discussed with Churchill Knight Umbrella prior to submitting this form.

### Your Declaration

I understand how Churchill Knight Umbrella works and have a full understanding of the processes involved. When I am officially an employee of Churchill Knight Umbrella, I understand my payments will be sent to my back account from Churchill Knight Umbrella (as my employer). When I send this completed form to my recruitment agency or directly to Churchill Knight Umbrella, I consent to Churchill Knight Umbrella storing and using my personal and sensitive data. I also accept that my information may be passed on to third parties such as Trade Unions and providers of contractor insurances, if required. I confirm that I have completed this form accurately and have provided the correct information. I have/will provide Churchill Knight Umbrella with a photocopy of my passport and a contract of employment that I have read, understood and signed. I confirm that Churchill Knight Umbrella can contact my recruitment agency and/or end client and share information directly related to my assignment. I understand that completing this form does not automatically make me an employee of Churchill Knight Umbrella. I will only become an employee of Churchill Knight Umbrella when both parties (Churchill Knight Umbrella and myself) have signed a contract of employment. I understand that my signing and submitting this document to my recruitment agency or directly to Churchill Knight Umbrella that I accept the terms and conditions and the declaration.

I confirm that I understand the information provided and that I have completed this form accurately.

I confirm that I would like to receive important information, news and updates from Churchill Knight Umbrella.

**Date (DD/MM/YYYY):**

**Your Signature:**

### Internal Use Only

**Temp Offno:**

**Payno:**

**Tax Base:** 0 = Cumulative, 1 = Week One, 2 = Student

**Payment method:** 1 = Cheque, 2 = Chaps, 3 = Bacs, 4 = AutoPay, 5 = Cash

**Payment Frequency:** W = Weekly, M = Monthly

**Salary: £**

**Salary Unit:**

**Payslip Type:**

PAPER, EMAIL or PAPER AND EMAIL

**Holiday Method:**

Z = System Default, V = Value, I = Included in Pay, H = Hourly, D = Daily, E = Exempt