

APPLICATION FORM

qis umbrella payroll service



QIS Umbrella Limited
 24 West Quay
 Ramsey
 IM8 1DL
 Phone 0333 880 4088 Email info@qisservices.com

Please complete this form using clear block capitals

PERSONAL DETAILS

Fields marked ↻ are mandatory

↻ Title:		↻ Forename:	
↻ Address:		↻ Surname:	
		↻ Home phone:	
		Work phone:	
↻ Post code:		↻ Mobile phone:	
↻ Occupation:		↻ Date of birth:	
↻ Nationality:		↻ NI Number: *	
↻ eMail address:			
		↻ Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female

* If you do not yet have an NI Number, you will need to apply for one. For more information on how to do this, please visit our website or call us.

COMMUNICATIONS

If you wish to receive your pay slip by post rather than by email, please tick this box

BANK DETAILS

Name of bank and branch:															
Name of account holder:															
Branch sort code:				-				-							
Bank account number:															
Building society reference:															(If applicable)

RECRUITMENT AGENCY OR CLIENT DETAILS

Agency name:		Phone number:	
Address:		Fax number:	
		Consultant name:	
		eMail address:	
Post code:			

ASSIGNMENT PARTICULARS

End client:		↻ Start date:	
Assignment address:		↻ End date:	
		↻ Have you worked for this end client at this site in a similar role within the last six weeks?	<input type="checkbox"/> Yes <input type="checkbox"/> No

■ BILLING DETAILS

Rate: £ Per hour / day: Pay frequency: Weekly Monthly

■ RIGHT TO WORK IN THE UK

N.B. Please select from LIST A OR LIST B only.

Prior to processing your first salary payment, **CERTIFIED** copies or **ORIGINALS** of the applicable documents are required.

LIST A	<input type="checkbox"/> A passport or National Identity Card showing that you are a British citizen, a EU or Swiss national <input type="checkbox"/> A UK residence permit issued to a EU or Swiss national <input type="checkbox"/> A Home Office document stating you have right of residence in the UK as the family member or EU/Swiss national <input type="checkbox"/> A passport endorsed to show you can stay indefinitely in the UK <input type="checkbox"/> A passport / travel document endorsed to show you can stay in the UK and can do the type of work you have applied to do <input type="checkbox"/> An Application Registration Card issued by the Home Office to an asylum seeker stating you are permitted to take employment
LIST B	A P45, P60 or National Insurance Card giving your permanent National Insurance Number and Name, PLUS any of the following: <input type="checkbox"/> A full UK birth certificate issued in the UK or a birth certificate issued in the Channel Islands, Isle of Man or Ireland <input type="checkbox"/> A certificate of registration stating you are a British citizen <input type="checkbox"/> A letter or an Immigration Status Document from the Home Office indicating you can stay indefinitely in the UK <input type="checkbox"/> A letter from the Home Office stating you can stay in the UK and can do the type of work you have applied to do

Regrettably we cannot accept applications from individuals not permitted to work in the UK or on work permits.

■ INCOME TAX DOCUMENTS

These are required in order to ensure that you pay the correct amount of tax.

I enclose my P45 from my previous employer (parts 2 and 3 only)

OR

My P46 information is as follows: **(Please tick either A, B or C and if a Student Loan applies then tick D)**

A	<input type="checkbox"/>	This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension.
OR B	<input type="checkbox"/>	This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance or Incapacity Benefit. I do not receive a state or occupational pension.
OR C	<input type="checkbox"/>	I have another job or receive a state or occupational pension.
D	<input type="checkbox"/>	If you left a course of Higher Education before last 6 April and received your first Student Loan instalment on or after 1 September 1998 and you have not yet fully repaid your student loan, tick box D. <i>(If you are required to repay your Student Loan through your Bank or Building Society account do not tick box D).</i>

■ NON-UK NATIONALS

N.B. This section is only to be completed if you are a Non-UK National

When did you arrive in the UK?

Yes No

Have you been in the UK prior to this?

If **Yes** then please provide the most recent entry and exit dates

Entry date:	Exit date:
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Did you undertake paid employment at any time during this period?

Yes No

■ DECLARATION

I confirm that the information supplied is to the best of my knowledge correct and that I am entitled to work in the UK. I enclose the required proof of entitlement to work in the UK as requested above and I agree to the fees as outlined in the accompanying information. I hereby consent to information relating to me being passed to QIS Group companies in order that it may properly carry out its duties, rights and obligations as my employer. I understand that such processing will principally be for personnel, administrative and payroll purposes.

Signature: Date: