

NEW STARTER FORM UMBRELLA

ABOUT YOU

Title	Forename(s)	D.O.B
Surname		Email
House name/no		Home No
Street		Mobile No
Town		Occupation
County	Postcode	NI number

ABOUT YOUR ASSIGNMENT & AGENCY

Agency name	Client name
Contact Number	Client address
Consultant	
Assignment start date	
Assignment end date	Job Title
List here other agencies that you work with:	

RIGHT TO WORK & ID DETAILS

I am a citizen of a member of the European Union (please tick) YES NO

NO, but I have the right to work in the UK (please tick) YES NO

Nationality _____

Please provide a certified copy of the photographic ID page of your passport

I am providing the following identification proving that I have the right to work in the UK as detailed in the Asylum and Immigration Act 1996 under section 8. _____

YOUR BANK DETAILS

Branch	Sort Code
Bank/Building Society name	Account No
Account holders name	Building Soc. Roll No.

SMS PAY ALERTS, E- PAYSLEIPS & MARKETING

SMS E-Payslips Where did you hear about us? _____

EXPENSES

LOG ON

Log on to www.azebra.co.uk and click on 'expense log in'

The first time you log in you will be asked to create an **account**.

To do this you will need your **Employee Reference Number**, which you will find in your **welcome pack**. Then each time you log in you can use these details. Claims for mileage and subsistence that do not need to be supported with a receipt can be submitted through our website.

INSURANCE

We have various insurance policies and packages to cover you depending on the nature of your assignment. Please answer these three questions and we'll contact you to discuss the policy you'll need:

- Will you be engaging in any offshore work? YES NO
- Does your assignment include safety critical work? YES NO
- Do you have your own personal accident insurance? YES NO

EMPLOYEE STATEMENT

You need to **tick only one** of the following statements **A, B** or **C**.

- A** - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State Pension or Occupational Pension.
- B** - This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit.
I do not receive a State Pension or Occupational Pension.
- C** - As well as my new job. I have another job or receive a State Pension or Occupational Pension.

STUDENT LOAN

Do you have a student loan that is not fully repaid? YES NO

Are you repaying your student loan direct to the student loans company by agreed monthly payments? YES NO

Which loan plan applies to you:

Plan 1 – You lived in Scotland or Northern Ireland when you started your course, or you lived in England or Wales and started your course before September 2012

Plan 2 – You lived in England or Wales and started your course on or after 1st September 2012

Did you finish your studies before the last 6 April? YES NO

AGREEMENT TO TERMS

1. I declare that the information given is accurate and that I have not wilfully withheld any information that would disqualify my application.
2. I confirm that I am lawfully able to work in the UK.
3. I have enclosed a copy of my passport/work permit/visa (delete as applicable).
4. I agree to notify The Company in writing immediately of any changes to my passport, work permit or visa.
5. I enclose a copy of a recent utility bill as proof.

Under the provisions Data Protection Act 1998, AZebra processes data and information about individuals both on computer and in paper files for certain purposes, including (but not limited to) administering personnel and pay records. By completing and signing this registration form, I am consenting to AZebra holding and processing personal data

Signature _____ Date _____

I declare that all of the information given is true and correct and that I have read and understand the terms and conditions enclosed.