

## New Starter Form - CIS

### ABOUT YOU

Title	Next of kin
Forename(s)	D.O.B
Surname	Email
House name/number	Home number
Street	Mobile number
Town	Occupation
County	NI number
Postcode	UTR number

### ABOUT YOUR ASSIGNMENT & AGENCY

Agency name	Contact number
Consultant	
Assignment start date	Assignment end date
Client name	
Client address	
Job title	Pay Rate
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

Bank/Building Society name

Account holders name

Sort Code        Account No

Building Soc. Roll No.

### SMS PAY ALERTS, E- PAYSLEIPS & MARKETING

SMS  E- Payslips  Where did you hear about us?

## WORKING STATUS QUESTIONNAIRE

When completing the form, type of work must be **fully completed**. For example 'decorating' would be unacceptable. More detail is required, i.e. Interior decoration of new build flats would be acceptable.

What is your job title?

Please advise the type of work undertaken and the general tasks that will be performed

What date did you start at this site?

How long do you expect to stay at this site?

What is the site address?

### PLEASE TICK APPROPRIATE BOX

	YES	NO
1. Do you control the way in which you carry out your work, such that you do not work under the day to day supervision of the client?	Y	N
2. Does the client (via the agency) where you work have the right to terminate the assignment work without notice?	Y	N
3. Do you have the right to refuse work offered to you by the client / agency?	Y	N
4. Do you have the right to send a substitute worker to do the work in your place?	Y	N
5. Do you provide your own tools, clothing or equipment?	Y	N
6. Can you decide to start work early or finish work late?	Y	N
7. Do you decide which hours you work?	Y	N
8. Can you be require to correct work that you have done poorly without additional pay?	Y	N
9. Do you regularly work on assignments with different clients?	Y	N
10. Do you receive a regular wage or salary?	Y	N
11. Can you be moved from task to task?	Y	N
12. Do you receive overtime or bonus payments?	Y	N

### Notes for the Construction Industry Scheme Main area of work

Construction

Alteration

Repair

Extension

Demolition

Dismantling

### Declaration

SIGN HERE

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