

Umbrella PAYE Application Form

Please complete and sign this form as soon as possible. Until we have processed your application and verified your identification documents, we unfortunately cannot process your pay via Fencross Umbrella.

All fields marked with * are mandatory for Fencross to be able to accept your application.

Please complete in BLOCK CAPITALS and return the form with any supporting documents either via email to payroll@fencross.com or via post to our office- Fencross Management Solutions Ltd, Rainham House, New Road, Rainham, Essex, RM13 8RA.

X 1. Your Details:

*TITLE: Mr Mrs Miss Ms Other Please Specify

*FIRST NAME

*SURNAME

*ADDRESS (HOUSE NUMBER/NAME)

(STREET)

(TOWN)

(CITY)

(COUNTY)

(POSTCODE)

*DATE OF BIRTH

*NATIONAL INSURANCE NUMBER

*MOBILE NUMBER

*HOME NUMBER

*EMAIL ADDRESS

FAX NUMBER

Your email address is important to Fencross Management Solutions. It will enable us to communicate quickly and efficiently to send you important notices, such as newsletters.

Please tick the box if you do NOT wish to receive such information by email.

*We are required to check your eligibility to work within the UK.

Please confirm whether you are a:

British Citizen

Citizen of other European Economic (EEA) country¹

Please Specify

Citizen of another country

Please Specify

¹ The following countries are part of the EEA: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

If you are a citizen of Croatia you may be required to obtain an accession worker authorisation. We will be writing to you soon to request further information and documents.

All applicants are required to provide us with certain specified documents before they start work to show that they are permitted to take this type of work, and to enable us to set them up. Please see our full list of 'right to work' documents on page 4.

X 2. Your Bank or Building Society Details:

*NAME OF BANK OR BUILDING SOCIETY

*SORT CODE

*ACCOUNT NUMBER

*ACCOUNT NAME⁺

*REFERENCE NUMBER
(For Building Society Accounts only)

3. Your Job Title:

*JOB TITLE/PROFESSION

4. Agency Details:

*NAME OF PRIMARY EMPLOYMENT AGENCY

*AGENCY BRANCH

*AGENCY CONTACT TELEPHONE NUMBER

AGENCY FAX NUMBER

AGENCY CONTACT

5. Your Current Work Status:

Are you currently working?

Yes No

If Yes:

*NAME OF CURRENT HIRER (END USER)

ADDRESS OF CURRENT ASSIGNMENT WORKSITE

*DATE STARTED

If No:

*DATE LAST EMPLOYMENT ENDED

6. P45:

*If you are enclosing your P45 from your previous employer, please tick box.

If you do not hold one, please complete the HMRC starter checklist document v1.0

A copy of this can be requested from the office or downloaded at <https://www.gov.uk/government/publications/pay-starter-checklist>

7. Next of Kin details:

*NEXT OF KIN NAME

*ADDRESS

*RELATIONSHIP

*MOBILE NUMBER

HOME NUMBER

8. Your Documentation:

The law requires us to check before applicants start work (and in the case of some non-EEA workers, again after they have started work, in line with the current legislations) that they are eligible and remain eligible to take this work in the UK. We are required to keep copies of the documents showing that you may do this work.

If you are unable to arrange a day to come to the office to verify your documents, please supply us with the original documents by secure post so that we are able to check your eligibility to work within the UK. We will then call you via video link to verify these and return any documents by recorded/signed for delivery within one working day.

UNTIL WE HAVE RECEIVED APPROPRIATE VERIFICATION WE CANNOT COMPLETE YOUR APPLICATION.

Acceptable documents to provide proof of eligibility can be found in the detailed lists attached with this application.

Please provide ONE of the listed documents from List A^x (Please see attached), in combination with an official document giving your personal National Insurance Number and your name issued by a Government agency or a previous employer (this cannot be a payslip).

IF YOU CANNOT PRODUCE DOCUMENTS FROM LIST A:

Provide ONE of the listed documents from List B^o (Please see attached), in combination with an official document giving your personal National Insurance Number and your name issued by a Government agency or a previous employer (this cannot be a payslip).

9. Where did you hear about Fencross Management Solutions?

REFERRED BY AGENCY?

Please Specify

REFERRED BY FRIEND?

Please Specify

FENCROSS MANAGEMENT SOLUTION STAFF?

Please Specify

USED FENCROSS MANAGEMENT SOLUTIONS PREVIOUSLY?

OTHER?

Please Specify

AGREEMENT TO TERMS:

1. I confirm that I have read and understood a copy of Fencross Management Solutions' employee handbook, and this application form and I agree to the following Fencross Management Solutions terms and conditions.
2. I confirm that, to the best of my knowledge, my current assignment will not be my only assignment during my employment with Fencross Management Solutions; and I will inform Fencross Management Solutions immediately if it does become my only assignment.
3. I agree to sign the Umbrella Contract of Employment which I will receive along with my employee handbook when this form has been processed, and return it to Fencross Management Solutions.
4. I understand that I may be offered the option to transfer to a different contract (where available) if Fencross Management Solutions feel this is the best option for me. I agree to follow instructions set by Fencross Management Solutions if I wish to take advantage of this offer.
5. I understand that Fencross Management Solutions holds information about me for certain purposes, including (but not limited to) administering personnel records and otherwise as reasonably required to operate its business.
6. I understand I can request access to this information (subject to applicable exemptions) by contacting Fencross Management Solutions at the address below.
7. I understand Fencross Management Solutions will use information relating to me to notify me (by whatever means) of promotions, products or services offered by Fencross Management Solutions and third parties and/ or business partners. By signing below, I consent to the foregoing use of my information for marketing and promotional purposes unless I indicate otherwise by contacting Fencross Management Solutions at the address below in writing.
8. By signing this application form, I am consenting to the processing of personal data (and sensitive personal data) as described above (such as insurance providers) where necessary for the foregoing purposes.
9. I agree that all the information supplied in this form is correct and true to the best of my knowledge and understand that Fencross Management Solutions require truthful information, in particular for, but not limited to, the purposes of ensuring compliance with the Agency Workers Regulations 2010.
10. I agree to keep Fencross Management Solutions informed in writing of any changes in my personal details, contact details and any changes in my personal or work circumstances (specifically changes in assignments) which may affect my work status, and to supply any such information on request.

*PRINT NAME

*SIGNATURE

*DATE

+ Note: If this account is not in your own name, we will need written permission confirming that we can pay your earnings into this account from the account holder and a document showing proof of their signature. Please call us on 03333660011 to discuss this further.

8. Your Documentation.... List of acceptable documents are as below:

LIST A^x:

Documents showing you may take any work in the UK

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

LIST B^o:

Documents indicating some restrictions to take work and where we need to make yearly checks to ensure that you may continue to work with us.

List B- Group 1:

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B- Group 2:

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.