



Key Information Document for Workers PAYE

Conduct Of Employment Agencies Act

1st April, 2020

Helping Hand Recruitment Limited

46 Causeway Head

Penzance

Cornwall TR18 2SS

01736 335900

Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/865808/key-information-document-for-agency-workers-business-employer-guidance.pdf

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Your name:	
Name of employment business:	HELPING HAND RECRUITMENT LIMITED
Your employer (if different from the employment business):	46 CAUSEWAY HEAD Penzance Cornwall TR18 2SS
Type of contract you will be engaged under:	PAYE
Who will be responsible for paying you (if different from your employer):	HELPING HAND RECRUITMENT LTD
How often you will be paid:	WEEKLY IN ARREARS
Expected or minimum rate of pay:	AS Agreed pay rates / Always above National Min Wage
Deductions from your pay required by law:	Tax / National Insurance / other deductions as dictated by law
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None
Any fees for goods or services:	Not applicable
Holiday entitlement and pay:	As required under law
Additional benefits:	Pension Contributions if opted in

EXAMPLE PAY

Example rate of pay:	£15.00
Deductions from your wage required by law:	£5.00 (Tax / Pensions / National Insurance)
Any other deductions or costs from your wage:	NONE
Any fees for goods or services:	NONE
Example net take home pay:	BASED ON HOURLY RATE / 40 HOURS

Signed

Name _____

Dated _____