

## KEY INFORMATION DOCUMENT



This document contains key information which applies to the relationship between you and 1<sup>st</sup> Choice Staff Recruitment Ltd, including your pay, holiday entitlement and other benefits. Further details can be found in your contract, Terms of Engagement for Agency Workers (Contract for Services).

**For further information questions about Key Information above please ask your branch contact.**

You may raise any concerns directly with your Consultant or alternatively the Employment Agency Standards Inspectorate (EASI) on 0207 215 5000 reference section 8A of the Employment Agencies Act 1973.

<b>Employment Business name and address:</b>	1 <sup>st</sup> Choice Staff Recruitment Ltd; HO 8 St Loyes Street, Bedford MK40 1EP
<b>Type of contract:</b>	Terms of Engagement for Agency Workers (Contract for Services)
<b>Rate of pay / Minimum rate of pay expected</b>	Your minimum rate of pay will be no less than the National Minimum Wage / National Living Wage as specified here; <a href="http://www.gov.uk/national-minimum-wage-rates">www.gov.uk/national-minimum-wage-rates</a>
<b>Intervals at which you will be paid</b>	Temporary Agency Workers are paid weekly, each Friday in arrears by 1 <sup>st</sup> Choice Staff Recruitment by BACS transfer on a PAYE basis.
<b>Costs and deductions required by law which affect your pay:</b>	1 <sup>st</sup> Choice Staff Recruitment are responsible for paying you and are required by law to deduct income tax and National Insurance from your wages. After 12 weeks, pension contributions are also deducted.
<b>Who is responsible for paying you?</b>	1 <sup>st</sup> Choice Staff Recruitment Ltd are responsible for paying you
<b>Other costs and deductions that affect your pay:</b>	No other deductions are made from your wages unless agreed with you beforehand.
<b>Non-monetary benefits to which you are entitled:</b>	N/A
<b>Annual Holiday entitlement:</b>	You are entitled to <b>5.6 weeks or 28 days including bank holidays, to be paid as leave taken</b> , accrued in proportion to the number of hours you have worked. If you have over 12 weeks of continuous employment with one company, your holiday entitlement <b>may</b> be increased as per Agency Worker Regulations.
<b>Holiday pay:</b>	Holiday pay will be made at the average rate of pay over 52 weeks prior to your leave. Further details will be available in your Contract for Services.

Below is a representative example statement showing gross pay, costs and deductions, any fees charged and net pay. This is an example only and the amounts are dependent upon the pay rate and the hours that you actually work as well as your tax code, whether you have student loan or pension deductions due to auto enrolment etc.

*For the purposes of this example, we have used the National Minimum Wage pay rate £10.42 x 37.5 hours.*

Gross Pay Weekly	£391.00
National Insurance	£18.00
Pension	£0
Take Home Pay	£343.00
Tax Free Allowance	£242.00
Tax Paid	£30.00
Taxable Wage	£149.00

**Bedford 01234 210025**  
**Milton Keynes 01908 695599**  
**Biggleswade 01767 316767**  
**Huntingdon 01480 459141**