

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 enquiries@hunterskill.com or 01473 216 611.

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:	Hunterskill Associates LTD
Your employer (if different from the employment business):	Hunterskill Associates LTD
Type of contract you will be engaged under:	Contract for Services (Temporary contract)
Who will be responsible for paying you (if different from your employer):	Hunterskill Associates LTD
How often you will be paid:	Weekly
Expected or minimum rate of pay:	(National Living Wage) £11.44 Pay rates depend on type of work – Please see the Assignment sheet
Deductions from your pay required by law:	<ul style="list-style-type: none"> ● Income Tax ● National Insurance ● Pension contributions
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	The current statutory entitlement to paid annual leave under the Working Time Regulations is 5.6 weeks . Please refer to your contract for details on holiday entitlement. To be paid as leave taken – if you work 5 days a week, your statutory paid holiday is 28 days a year. (5x5.6)



Additional benefits:	Not applicable
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EXAMPLE PAY

Example rate of pay:	£457.60 weekly
Deductions from your wage required by law:	
<ul style="list-style-type: none"> • Income Tax • National Insurance • Pension contributions 	<p>£21.60 Income tax</p> <p>£19.90 NI</p> <p>£ 15.15 Pension</p>
Any other deductions or costs from your wage:	0
Any fees for goods or services:	0
Example net take home pay:	£400.95 weekly

I confirm that I have been issued with a copy of this Key Information Document to keep for ongoing reference.

Employee Name:

Date:

Signature:

