

<b>1. THIS SECTION TO BE COMPLETED BY THE TEMPORARY WORKER</b> Please complete fully in BLOCK CAPITALS otherwise payment may be delayed. Please do not use 'known' names, for example, Bill or Will instead of William, Sue instead of Susan etc.									
SURNAME					MR/MRS/MISS/MS				
FIRST NAMES									
ADDRESS									
POSTCODE									
EMAIL ADDRESS									
NATIONAL INSURANCE NUMBER									
TAX FORM SUPPLIED			P45		HMRC Starter Checklist				
If you do not supply your Passport, you must provide two documents to confirm identity and entitlement to work in the UK; one showing your permanent NI number and secondly full Birth Certificate (naming minimum one parent) or letter from Home Office. You will be paid by direct credit into Bank or Building Society account. Please complete account details and sign below <b>(and tell us if account details change)</b>									
NAME OF BANK/BUILDING SOCIETY									
ADDRESS OF BANK/BUILDING SOCIETY									
SORT CODE									
YOUR NAME AS IT APPEARS PRINTED ON CHEQUE/PASSBOOK									
YOUR ACCOUNT NUMBER									
BUILDING SOCIETY REFERENCE NUMBER (if any)									
SIGNED					DATE				

<b>2. TEMPORARY WORKER - IGNORE THIS SECTION UNLESS YOU WISH TO OPT OUT OF A 48 HOUR WORKING WEEK.</b> See your 'Contract of Employment' for details. You can opt back in on 14 days notice.									
I hereby agree the 48 hours Working Week limit shall <b>not</b> apply to my employment with Amber forthwith.									
SIGNED					DATE				

<b>3. THIS SECTION TO BE COMPLETED BY AMBER EMPLOYMENT SERVICES CONSULTANT</b>									
START DATE				DATE SENT TO PAYROLL					
ENTITLEMENT TO WORK IN THE UK									
Passport	<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>	NI Proof	<input type="checkbox"/>				
Itemise documents supplied if not shown above:									