

Temporary Worker Registration Pack

At Hexa Services we take pride in offering the best possible service we can to all of our temporary workers.

We ask therefore that you take just a few minutes to complete this booklet and return it to us, along with the all of the relevant documentation in order for us to process your application without any delays.

All information that you provide us will be treated in the strictest confidentiality and in line with the requirements laid out in the Data Protection Act 1998.

Please take time to read through the entirety of this booklet as it relates to the whole of your temporary placement with us and you will be asked at the end to sign a declaration stating that you have read, understood and accepted the full content of the booklet.

Please complete in BLACK ink in BLOCK CAPITALS



81 King Street, Manchester M2 4AH
t 0161 834 4040 f 0161 834 4012
info@hexaservices.co.uk
www.hexaservices.co.uk

Personal Details

(Mr/Mrs/Ms/Miss/Other)	Hexa Temp No. (if known):
Forename(s):	Surname:
Address:	DOB: <input type="text"/> <input type="text"/> <input type="text"/>
	DAY MONTH YEAR
City:	NI Number: <input type="text"/>
County:	CSCS Card Number: <input type="text"/>
Post Code: <input type="text"/>	Driving License? <input type="text"/> Own Transport? <input type="text"/>
Home Tel: <input type="text"/>	Nationality: <input type="text"/>
Mobile Tel: <input type="text"/>	
Email Address: <input type="text"/>	

Bank Details

Bank Name:

Account Holders Name:

Sort Code: - -

Account Number:

BS Roll No (if applicable):

Trade

(Please note - for all skilled trades we need valid copies of certifications from recognised bodies)

Emergency Contact

Name:

Relationship:

Home Tel:

Mobile Tel:

Work History

We are required under the Employment Agencies Act and current UK legislation to obtain at least two references from previous employers. Please fill in the following information to enable us to find you assignments that best fit your needs and relevant experience.

Reference One

Job Title:

Date From: Date To:

Company Name:

Address:

Post Code:

Contact at Company:

Position at Company:

Telephone No:

Email:

Reference Two

Job Title:

Date From: Date To:

Company Name:

Address:

Post Code:

Contact at Company:

Position at Company:

Telephone No:

Email:

IMPORTANT! YOU MUST SEND AN OFFICIAL FORM OF IDENTIFICATION WITH THIS FORM

Health and Safety

Your Health and Safety are our number one priority during your assignment. To assist us with this, please read through the Health and Safety section and let us know if you have any medical conditions or disabilities that could render any assignment unsuitable or endanger yourself or others. *If yes, please give details:*

Criminal Convictions

Have you any unspent or pending convictions under the Rehabilitation of Offenders Act 1974? *If yes, please give details:*



P46: Employee without a form P45

Your present circumstances

Read all the following statements carefully and enter 'X' in the **one box** that applies to you.

A – This is my first job since last 6 April and I **have not** been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.

OR

B – This is now my only job, but since last 6 April I **have** had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension.

OR

C – I have another job or receive a state or occupational pension.

Student Loans (advanced in the UK)

If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D. *(Do not enter 'X' in box D if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.)*

Signature and date

I can confirm that this information is correct

Signature

Date DD MM YYYY

X

Opt Out Of 48 Hour Week Agreement

In line with EU legislation, we request that you indicate whether or not you wish to work more than 48 hours per week. The Working Time Regulations 1998 provide that temporary workers will not work on an assignment with a client in excess of the working week unless the temporary workers agree in writing that this limit shall not apply.

I am willing to work more than 48 hours per week
(please select as appropriate)

Signed: X _____

Eligibility To Work in The UK

I confirm that I have read the section relating to Eligibility to work and I have attached the relevant documentation confirming my eligibility to work in the UK.

Signed: X _____

Terms of Engagement

I have read, understand and accept the Terms of Engagement. I also confirm that all of the information I have provided, along with any comments are both accurate and up to date.

I agree to fully abide by the Terms of Engagement attached.

Signed: X _____

Date:
DAY MONTH YEAR

Print Name: X _____

Failure to fully complete and return this form along with a copy of identification and proof of address may lead to the delay of your full registration and payment. Please return it by post to Hexa Services (UK) Ltd, 81 King Street, Manchester, M2 4AH. Alternatively you can email it to payroll@hexaservices.co.uk or fax it to 0161 834 4012.

1st April 2014

Pension Scheme - A Change in the Law that Affects You

To help people save more for their retirement, the government requires employers to enrol their workers into a workplace pension scheme. This applies to those workers who aren't already in one, and who

- earn over £9,440 a year (£182 a week)
- are aged 22 or over; and
- are under State Pension age.

We are enrolling these workers into our workplace pension scheme after three months continuous working through Hexa Services. Auto enrolment will be deferred until that three month limit is hit. After this period you will be auto enrolled.

Why is this happening?

The government's aim is to get more people to have another income, on top of the State Pension, when they come to retire. The full basic State Pension in 2013-14 is £110.15 a week for a single person.

Employers are enrolling their workers automatically into a scheme to make it easier for people to start saving.

How it will affect you once the deferral period is over

if you are already in our pension scheme:

You will not be automatically enrolled as you are already in the pension.

I am pleased to confirm the scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards.

A commitment from us

If you are under 75, work or usually work in the UK, and earn over £5,668 a year (the amount set by the government for this):

- we must by law continue to maintain your membership of a scheme that meets certain government standards; and
- if your membership of such a scheme ends (and it is not because of something you do or fail to do), we must by law put you into another scheme that meets government standards straightaway.

Further information on the pension scheme can be found on the last page of this letter.

if you are NOT already in our workplace pension scheme on the deferral date, what happens depends on how old you are and how much you are earning on that date.

If on that date you are aged 22 or over, under State Pension age, work or usually work in the UK, and earn more than £9,440 a year (£182 a week):

We will enrol you into our pension scheme on [insert automatic enrolment date]. You don't have to do anything – it will happen automatically.

- You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire.
- Hexa Services (UK) Ltd and you will pay into it every week;
- The government will also contribute through tax relief.
- Your pension belongs to you, even if you leave us in the future;
- You have the right to join the scheme before the deferred period if you want to.

We will write to you nearer the time with further information on the pension scheme.

If on that date you are aged under 22 years, or over State Pension age (but under 75), or earn more than £5,668 (£109 a week) but not more than £9,440 a year (£182 a week):

We will not be automatically enrolling you into the pension scheme. This is because you do not meet the criteria set by the government (see first paragraph of this letter). However, you have the right to join the scheme if you want to. Both you and Hexa Services (UK) Ltd would pay into it.

If on that date you are under 75 and earn £5,668 or less a year (£109 or less a week):

We will not be automatically enrolling you into our workplace pension scheme. This is because you do not meet the criteria set by the government (see first paragraph of this letter). However, if you ask us to do so, we will enrol you into a pension scheme.

We would not contribute to this pension as you do not earn over £5,668 a year. (This is the earnings level set by the government. Employers only have to contribute to worker's pensions if they earn over this amount).

What to do if you want to join a pension scheme now

If you want to join a pension scheme now, contact Graeme Wolf in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Send a letter to our head office: 81 King Street, Manchester, M2 4AH or email payroll@hexaservices.co.uk. You will then be sent further information and confirmation you are being enrolled.

Where to go for further information

You may have questions about workplace pensions and saving for your retirement. More information on pensions and saving for later life can be found on: <https://www.gov.uk/workplace-pensions>

For those who meet the criteria listed in the first box on page 2:

Explanation as to why you can join the workplace pension scheme before [insert postponed automatic enrolment date, also known as the 'deferral date'] if you want.

We have, as allowed by law, postponed the automatic enrolment of our workers into our pension scheme until three months from the commencement of work, the 'deferral date'. This is three months after the date we were first required by law to carry out automatic enrolment. During this period, you have the right to join the workplace pension scheme if you want. If you want to do this, follow the instructions in the **What to do if you want to join a pension scheme now** section.

The rest of this page and the top of the next page contain some additional information for you if you will NOT be automatically enrolled due to age or earnings

Q: I am younger than 22: if I don't join the pension scheme now, what happens when I reach 22?

A: If you are earning more than the minimum (currently £9,440 a year, £182 a week) when you reach 22, you will be automatically enrolled into our workplace pension scheme. We will write to you again, nearer to your 22nd birthday, to give you all the information you need.

You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire. Hexa Services (UK) Ltd and you will pay into it every month.

Q: I don't earn more than £9,440 a year (£182 a week), if I earn more in the future, what will happen?

A: If you earn more than the minimum (currently £182 a week), you will be automatically enrolled into our workplace pension scheme, so long as you are aged 22 or over, are under State Pension age, and work or usually work in the UK.

If this happens, we will write to you again to give you all the information you need. You can opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire. Hexa Services (UK) Ltd and you will pay into it every month.

The money in your pension will belong to you, even if you leave us in the future. If you are aged under 22 or over State Pension age when you earn more than £182 a week then you will not be automatically enrolled, but you will have the right to join our workplace pension scheme if you want.

If you start to earn more than £109 a week but not more than £182 a week, you will not be automatically enrolled but you will have the right to join our workplace pension scheme if you want. Hexa Services (UK) Ltd and you will pay into it every month. The money in your pension will belong to you, even if you leave us in the future.

Information for those already in the workplace pension

[A reminder about the pension scheme](#)

- Hexa Services (UK) Ltd and you are paying into a pension which you get when you reach the scheme's pension age.
- The government is also contributing to your pension through tax relief. (Tax relief means that some of your money that would have gone to the government as tax, goes into your pension instead.)
- Currently, the age at which members of the scheme get their pension is 66
- You can also see our contribution on your payslip.

You can increase the amount you put in if you want. The amount contributed by the government in the form of tax relief would also increase. The employer contribution would remain the same. To increase the amount you put in please contact our payroll team on 0161 834 4040 or email payroll@hexaservices.co.uk

Our pension scheme is provided by NEST. Once a year you get a statement indicating how much your pension has built up so far and how much you might get when you reach retirement age.

[Further information](#)

Further information on our pension scheme can be found at <https://www.nestpensions.org.uk>. If you have any questions about the scheme, please contact our pension provider NEST-

Email - support@nestpensions.org.uk

Phone - 0300 020 0090

In writing –

Nene Hall
Lynch Wood Business Park
Peterborough
PE2 6FY

If you have any other queries, please contact the payroll team on

Email - payroll@hexaservices.co.uk

Phone - 0161 834 4040

In writing –

81 King Street
Manchester
M2 4AH.