



Temporary Worker Form

Personal & Contact Details				
Title (circle):	Mr	Mrs	Ms	Miss
NI Number:				
Forename(s):				
Surname:				
Telephone Number(s):				
Email Address:				
Date of Birth (dd/mm/yyyy):				

Address
House Name/Number:
Street:
Town:
County:
Country:
Postcode:

Payment will be made directly into your bank or building society account via the BACS system.

Please give your account details below.

Account Holder:
Account Number:
Sort Code:
Reference Number: (building society only)

Bank Name:
Bank Address:
Postcode:

Tax Status	Form Attached
PAYE	P45
Unemployed/No P45 Available	New Starter Checklist

Please note that if the appropriate tax form is not attached you will be taxed using an emergency tax code.

Next of Kin:

Emergency Number:

Signed.....

Date.....

Data Protection Statement

We operate within the information handling practices and will ensure that:

- We fairly and lawfully process all data, either manually or electronically
- Data is only processed for our recruitment processes and provision of related services
- Best efforts are made by us to ensure that our data is accurate and up-to-date
- Regular house keeping of our database is performed to maintain the validity of our data; data is not kept for longer than is necessary
- All data is treated in accordance with current UK data protection legislation, with any queries or complaints being dealt with by our Administration Department

We do not share data with any other organisations except where necessary to fulfill the requirements of a contract with the individual to which that data pertains.