

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 <https://www.gov.uk/government/publications/providing-a-key-information-document-for-agency-workers-guidance-for-employment-businesses>

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

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| Your Name: | [Candidate's Name] |
| Name of Employment business: | IT Skillfinder Limited |
| Your employer (if different from the employment business): | Not Applicable |
| Type of contract you will be engaged under: | Contract for Services |
| Who will be responsible for paying you (if different from your employer): | IT Skillfinder Limited |
| How often you will be paid: | Monthly |
| Expected or minimum rate of pay: | £ 160.00 per day (breakdown: £142.77 basic + £17.23 holidays) |
| Deductions from your pay required by law: | PAYE Tax Employee National Insurance Contributions Employee 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: | Holiday accrual at 12.07% based on 5.6 weeks annual holiday entitlement (inclusive of bank holidays). This can vary e.g. AWR entitlement. |
| Additional benefits: | Access to collective facilities |

EXAMPLE PAY

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| Example rate of Pay: | £160.00 per day x 20 days = £3,200 |
| Deductions from your wage required by law: | £430.35 PAYE tax £172.20 Employee NI £160.00 Employee pension contribution |
| Any other deductions or costs from your wage: | None |
| Any fees for goods or services: | None |
| Example net take home pay: | £2,437.45 monthly |