**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 [for Employment Business to insert here]

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:** |  |
| **Your employer (if different from the employment business):** |  |
| **Type of contract you will be engaged under:** |  |
| **Who will be responsible for paying you (if different from your employer):** |  |
| **How often you will be paid:** |  |
| **Expected or minimum rate of pay:** |  |
| **Deductions from your pay required by law:** |  |
| **Any other deductions or costs from your pay (to include amounts or how they are calculated):** |  |
| **Any fees for goods or services:** |  |
| **Holiday entitlement and pay:** |  |
| **Additional benefits:** |  |

**EXAMPLE PAY**

|  |  |
| --- | --- |
| **Example rate of pay:** |  |
| **Deductions from your wage required by law:** |  |
| **Any other deductions or costs from your wage:** |  |
| **Any fees for goods or services:** |  |
| **Example net take home pay:** |  |