



Application Form



Please complete the application form and return in the envelope provided to:

Key House
18 Seaward Place
Centurion Business Park
GLASGOW
G41 1HH

Personal details

Title **Gender**

First Name

Middle Name

Surname

Address

Postcode

Tel (home)

Tel (mobile)

Email

In accordance with HM Revenue and Customs regulations and for your convenience, your payslip will be issued to the above email address.

If you wish to receive your payslip by post instead of by email please tick this box.

Date of Birth day month year

NI Number

If you do not have a National Insurance Number, please leave this field blank.

On receipt of this completed application form, we will issue you with instructions on how to obtain a National Insurance Number.

Nationality

Nationality

Please tick this box if a copy of your Visa is enclosed

If you are not from the European Union, you must provide with this application, a copy of the legal documentation that proves you have the authority to work within the UK - i.e. **your Visa**.

Please be aware that we are unable to register or pay contractors who are not permitted to work within the UK.

Non UK Nationals

Only to be completed by Non UK Nationals

When did you arrive in the UK? day month year

Have you been in the UK before? **Yes** **No**

If **Yes** please enter the most recent duration dates below.

From	To
<input type="text"/> day month year	<input type="text"/> day month year

Did you undertake paid employment at any time during this period? **Yes** **No**

Bank details

Bank/Building Society Name

Sort Code

Postcode

Account Number

Name of Account Holder

B/Soc. Roll no.

If you do not currently have a bank account in your name and have provided bank details belonging to a third party, please ensure the third party account holder completes and signs the statement below.

I hereby grant authorisation for to receive payments into my bank account.

Signed

Date

day month year

Your payments will be transferred to your account by BACS which takes three working days. If you would like your payments to be sent by Same Day Transfer (CHAPS) at a charge of £8.00 per transfer, please tick this box.

If your account is held at a Building Society and you have requested payments by CHAPS, please confirm the clearing bank sort code, reference number and the account number information needed in the boxes below.

CLEARING BANK DETAILS

Sort Code

Reference Number

Account Number

Income Tax documents

Please tick relevant box

I enclose my P45 obtained from my previous employer (send parts 2 and 3 only).

OR

I enclose my P46 with my application (please complete and send section 1 only).

Contract details

Industry

Occupation

Agency Name

Projected Days per week

Agency Branch

Proposed Rate per day/hr

Address

Consultant Name

Tel no.

Fax no.

Postcode

Email

Declaration

I certify that to the best of my knowledge and belief the above details are correct. If I do not have a National Insurance Number, I agree to obtain one, following the instructions issued by Key Portfolio. If necessary, I agree that my current address may be checked against the UK electoral roll. I confirm that I have provided my identification information to my agency in satisfaction of current money laundering legislation. I also give permission to Key Portfolio to access this information, directly from my agency, for any purpose, either under money laundering, data protection or related legislation.

Signed

Date

day month year