

BAIN AND GRAY

TEMPORARY STAFF INFORMATION FORM

PLEASE NOTE THAT ALL FIELDS ARE ESSENTIAL – YOUR FORM CANNOT BE PROCESSED UNLESS COMPLETED

First Name (s)								
Surname								
Gender	M / F							
Home Address								
Postcode								
D.O.B	D	D	M	M	Y	Y	Y	Y
National Insurance Number								
Start Date (of temp booking)								
Name of Bank								
Branch Name								
Sort Code (6 digits only)								
Account Number (8 digits only)								
Account Name								
P45 Available	Y / N (if yes, please send to alice@bainandgray.com)							
Starter Declaration (Please complete even if P45 is available)	A	This is my first job since last 6 April and I have not been receiving taxable Jobseekers Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State Pension or Occupational Pension.						
	B	This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State Pension or Occupational Pension.						
	C	As well as my new job, I have another job or receive a State Pension or Occupational Pension.						
	Have 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 not fully repaid your Student Loan.						Y <input type="checkbox"/> N <input type="checkbox"/>	
Are you repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account						Y <input type="checkbox"/> N <input type="checkbox"/>		
P46 Declaration – Signature								
Contracted Hours (must be supplied – if none please state zero)								
Working Days (please tick all days usually worked)	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	

Please complete prior to commencing your temp booking and email this form to Claireh@bainandgray.com AND Alice@bainandgray.com