Work Seeker
Key Information Document

This document sets out key information about your relationship as a work-seeker with us, as an employment business, including details about pay, holiday entitlement and other benefits.

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

Employment Status

You will be engaged under a **'Contract for Services'** by **HR Essentials Ltd T/A Essential Recruitment** who operate as an employment business. www.essentialrecruitment.co.uk

Pay and Deductions

You will be paid on **an hourly PAYE basis** and you will be paid **weekly** on the Friday following the week you worked.
All payroll is completed by Essential Recruitment.

A pay slip will be sent via email prior to the day that payment is due (usually Wednesday or Thursday)

Your pay will be **no less than** the **National Minimum Wage** up to the age of 22 and no less than the **National Living Wage** if you are 23 or over. Current rates can be found at
www.gov.uk/national-minimum-wage-rates

Lawful deductions including; PAYE Tax and Employee National Insurance Contributions at the current rate will be taken as required.
No other deductions or fees will be taken from pay without your prior consent.

Holiday Entitlement

You are entitled to up to 5.6 weeks/28 days per year.
Holiday pay and days are accrued each week from your first week at 12.07% of hourly pay.
Your holiday year starts on the first day of your first assignment and ends 1 year later.
Holiday pay is calculated as an average of the hours worked and pay received over the previous 52 weeks or from your start date if less than 52 weeks using HMRC guidelines.

Representative example of your pay

Gross Pay £380.00 (NLW pay of £9.50 x 40 hours)

Deductions
PAYE Tax: £27.65
ENIC: £18.32
Net Pay: £334.03