

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 obtained at:

Prestige Recruitment Specialists Limited, 12 Bowlalley Lane, Hull, HU1 1XR.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. If you have any concerns, you can raise this with them directly on 020 7215 5000.

General Information

Name of employment business:	Prestige Recruitment Specialists
Your employer (if different from the employment business):	N/A
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Prestige Recruitment Specialists
How often you will be paid:	Weekly in arrears on a Friday
Expected or minimum rate of pay:	£ 10.42 per hour
Deductions from your pay required by law:	Tax, National Insurance, Pension
Any other deductions or costs from your pay (to include amounts or how they are calculated):	If we receive instruction from an authority, we may deduct such as CSA or Student Loan. We may also deduct for non-return or loss of Key FOB and/or Locker key if appropriate
Any fees for goods or services:	DBS or DS where required
Holiday entitlement and pay:	5 days per week – 28 days’ per year including public holidays. 4 on / 4 off and 2, 2, 3 shifts – 20 days’ per year. Holiday pay is calculated on the average of the previous 52 worked weeks’ earnings. Where 52 weeks has not been worked, it will use the amount of worked weeks during that period to calculate the average.
Additional benefits:	N/A

EXAMPLE PAY

Example rate of pay:	£ 10.42 per hour x 37.5 hours per week
Deductions from your wage required by law:	£ 29.60 Tax and £ 17.85 National Insurance
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	£ 325.42