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| Employer’s name: | **Contract and PA Information Sheet**  **Please complete one form per employee** |
| Employer’s address: |  |
| Employer’s contact number: |  |
| Employees name: |  |
| Employees address: |  |
| Employees contact number: |  |
| Date employment started: |  |
| Managed account/calculation only payroll: |  |
| Type of employment:  (Permanent/Temporary/Casual) |  |
| Normal hours of work: |  |
| Normal pattern of hours:  (If applicable) |  |
| Is employee required to work bank holidays and statutory public holidays? |  |
| When does the holiday year begin each year?  (Start date of employment/1st April-31st March/Jan-Dec) |  |
| How much holiday is the employee entitled to each year? (i.e. hours per week x 5.6 weeks per year) |  |
| Does the holiday include/exclude bank holiday and statutory public holidays? |  |
| Normal gross rate of pay: |  |
| Weekend gross rate of pay (optional): |  |
| Unsocial hours gross rate of pay (optional): |  |
| Bank/statutory public holiday gross rate of pay (optional): |  |
| Waking night/sleeping night gross rate of pay (optional): |  |
| What is the frequency of payment? (Weekly/fortnightly/four-weekly/monthly in arrears) |  |
| Method of payment:  (Cheque/bank transfer) |  |
| Date of payment: |  |
| Probationary period:  (1 month/3 months/6 months) |  |
| Notice period from employee: |  |
| Does the employer have a nominated representative?  (To act on behalf of the employer where necessary) | Name:  Address:  Contact details: |
| Will the employee be required to use their own car?  (Business use will be needed on insurance if yes) |  |
| Rate of business mileage:  (If applicable) |  |

**Additional Notes/Information:**