Private & Confidential - Temporary Candidate Information

Section 1 – Contact Details

Title Mr / Mrs / Ms. / Miss / Mast. / Other (please circle as appropriate)

Name …….

Address …….

…….

Post code …… Home number ……...

Date of birth …….

Contact in case of emergency (your contact will only be notified in cases of emergency. By completing the following you are giving your consent to 2nd City to call them.) If you do not wish us to hold these details on your records please leave them blank.

Contact …….. Contact relationship ……..

Contact details ……..……

Section 2 – Bank Details

I understand that if I wish to change any of my bank details for payroll purposes, I must give 1 whole weeks notice in writing to Jayshri Patel at 2nd City Resourcing Ltd.

National Insurance No ☐☐☐☐☐☐☐☐☐

Name of Bank ……..……..

Sort Code ☐☐-☐☐-☐☐

Account Number ☐☐☐☐☐☐☐☐

Account Name ……..……

Building Soc Ref (if applicable) ……...

Declaration

To the best of my knowledge all of the above information is true and correct at the time of completion. I agree that the bank details given are those, which my weekly salary is to be deposited into.

Signature ..…….. Date ……..

Should any information in sections 1 & 2 change, please notify Jayshri Patel as soon as possible.

Data Protection Act – 2nd City Resourcing Ltd will keep this information confidential and only use it for necessary administrative purposes, this will include forwarding relevant information onto Empresaria and ProPay for pay purposes. You may write to the Managing Director of 2nd City Resourcing Ltd to request a copy of all information held on you within the Empresaria Group to which the Data Protection Act 1998 applies.

For office use: Type of tax form submitted P38 P46 P45