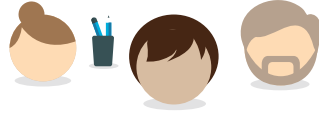


# REGISTRATION FORM



Hello! We're so pleased you're about to join Key Portfolio. Pop your details down on this form and we'll be in touch very soon to welcome you on board.

## 1. Personal Details



Title \_\_\_\_\_ First Name \_\_\_\_\_ Address \_\_\_\_\_  
Surname \_\_\_\_\_  
Preferred Name \_\_\_\_\_ Postcode \_\_\_\_\_  
Date of Birth DD / MM / YY Tel (home) \_\_\_\_\_  
Occupation \_\_\_\_\_ Tel (mobile) \_\_\_\_\_  
Industry \_\_\_\_\_  
National Insurance No. [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
For FREE text messages confirming when and how much you will be paid, tick this box.   
Email \_\_\_\_\_

**Supply Teachers:** tick this box if you'd like us to occasionally send you supply teaching tips, resources and offers by email.

**Contractors:** tick this box if you'd like us to occasionally send you contracting tips, resources and offers by email.

You can unsubscribe any time you like using the link at the bottom of each email we send.

## 2. Recruitment Agency



Agency Name \_\_\_\_\_ Agency Branch \_\_\_\_\_  
Consultant Name \_\_\_\_\_ Candidate Reference No. \_\_\_\_\_  
(If known)  
Consultant Email Address \_\_\_\_\_

Has your agency provided you with an Agency Contract/Assignment Schedule? YES  Please enclose with this form NO

## 3. Identification and Entitlement to Work



Nationality \_\_\_\_\_

We have a responsibility to check that you are entitled to work in the United Kingdom before we finalise your registration. We need to see a certified\* copy of the photographic ID page of your passport and if you're a non-EEA national, we also need a copy of your visa confirming your right to work in the UK. Please tick one of the following options:

- I have enclosed copies of the required documents.
- I am happy for the recruitment agency I've named above to pass a copy of these documents to Key.

If you are unable to provide these documents, there are alternatives we can accept. Visit [keyportfolio.co.com](http://keyportfolio.co.com) for a complete list.

\* Signed and dated by a non-family member to confirm that they've seen the original and that it is a true likeness of you.

## 4. Bank Details



This is the bank/building society account into which your payments will be made. Please take care to enter your details clearly and correctly to avoid any delays to your first payment.

Bank/Building Society Name \_\_\_\_\_

Sort Code |\_|\_|\_|\_|\_|\_|\_|

Name of Account Holder \_\_\_\_\_

Account No. |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

Are you the Account Holder? YES  NO

B/Soc Roll No. \_\_\_\_\_

## 5. Income Tax



This section allows us to allocate you the correct tax code and ensure the correct amounts of tax are deducted from your payments.

1. Read statements A, B & C and tick the **one** statement that applies to your present circumstances.

A. This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit or a state or occupational pension.

B. This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension.

C. I have another job or receive a state or occupational pension.

2. Read these statements and tick the boxes if applicable:

I left a course of UK Higher Education before last 6 April. I have not fully repaid my Student Loan and am not repaying it direct to the Student Loans Company by agreed monthly payments.

I started my course on or after 1 September 2012 and lived in England or Wales at the time.

I left or completed my Postgraduate studies before last 6 April. I have a Postgraduate Loan which is not fully repaid and I am not repaying it direct to the Student Loans Company by Direct Debit.

3. Do you have a P45 from your previous employer? YES  Please post us a hard copy NO

## 6. Declaration



It'll be so good to have you on board – just one more step to go. Please read the information below and then sign your name to confirm that you'd like to go ahead and join Key Portfolio.

1. I am a contractor completing this form on my own behalf, or I'm completing the form on behalf of a contractor who has given me their permission to do so.
2. I understand that the rate for my assignments is inclusive of my employer's margin and outgoings, and my holiday pay. The standard margin is 4% of the rate, up to a maximum of £16 per week.
3. I want to become an employee of Key Portfolio (KPPES Ltd) and understand that I'll be entering into an employment contract. You can see full details of the employment offer we're making to you at [keyportfolio.co.com/employment-offer](https://keyportfolio.co.com/employment-offer)
4. I am happy for my personal data to be processed in accordance with Key's privacy policy (available at [keyportfolio.co.com/privacy-policy](https://keyportfolio.co.com/privacy-policy)).

Sign \_\_\_\_\_

Date DD / MM / YY

I am happy for the recruitment agency I've named overleaf to send a copy of this form to Key on my behalf.

Alternatively, please email your form to [portfolio@key.co.com](mailto:portfolio@key.co.com) or post to Key House, 18 Seaward Place, Centurion Business Park, Glasgow, G41 1HH.

**We look forward to working with you!**