**Key Information Document**

This document sets out key information about your relationship with us, 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 4566 5333 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

**General Information**

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| Name of employment business who will process payments to you: | First Technical Recruitment Limited |
| Type of contract you will be engaged under: | Contract for Services |
| How often you will be paid: | Dependent upon your particular assignment you may be paid weekly, monthly or fortnightly. |
| Minimum rate of pay: | At least the National Minimum Wage  |
| Deductions from your pay required by law: | Income TaxNational InsuranceStudent Loan (if applicable)Auto-enrolment Pension Contributions which is currently set at 5% of qualifying earnings using a ‘net pay approach’. |
| Holiday entitlement and pay: | Minimum holiday entitlement is 28 days per annum (inclusive of public holidays).  |

**Example Pay**

This example is for illustrative purposes only and may not reflect the actual rate of pay of your assignment.

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| Example rate of pay: | £20.00 per hour  |
| Hours worked (per week) | 37.5 |
| Weekly Gross Pay | £750.00 |
| Deductions from your wage required by law: | PAYE Income Tax £95.20National Insurance £40.64Auto-enrolment Pension Contribution £31.50  |
| Example net take home pay: | £582.66 |