

Key Information Document

This document sets out key information about the relationship between the Personal Service Company (PSC) and First Technical Recruitment Limited. First Technical Recruitment Limited will pay the PSC a gross payment inclusive of all employment costs. The PSC is responsible for paying the worker and for the payment of all associated costs including PAYE, National Insurance, holiday pay etc.

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 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Name of employment business:	First Technical Recruitment Limited
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	First Technical Recruitment Limited
How often you will be paid:	Dependent upon the assignment or project, weekly, monthly or as agreed.
Expected or minimum rate of pay:	No less than national minimum wage
Deductions from your pay required by law:	The PSC will receive gross payments
Holiday entitlement and pay:	It is the responsibility of the PSC to provide this to the worker

Example Pay

Example rate of pay:	£1,000.00 per week
Deductions from your wage required by law:	£0.00
Any other deductions or costs from your wage:	£0.00
Any fees for goods or services:	£0.00
Example net take home pay:	£1,000.00

Engaging as a Personal Service Company

If you engage as a PSC via an employment agency, then you can opt out of being covered by the Conduct Regulations. The opt-out must be given in writing to the employment agency by both the PSC and the worker being supplied to do the work. The employment agency cannot encourage you to do this and it must be your own decision. Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations. This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.