

Getting Started with Amaze Umbrella

What we need to get you up and running

As you may have found with starting a permanent job, there are a few pieces of documentation to gather together before starting employment with an umbrella company.

Most of the details are captured in our simple electronic application form which you will receive by email. This will look similar to the one below:



EMPLOYMENT APPLICATION
PRIVATE & CONFIDENTIAL

INFORMATION

TITLE: FIRST NAME: SURNAME:
ADDRESS: HOME TEL:
CITY: POST CODE: MOBILE TEL:
DATE OF BIRTH: (DD/MM/YYYY) EMAIL:
NINUMBER:
DOWNGRADING: YES NO
NATIONALITY: UK SEA OTHER If Other you will need to provide valid proof of entitlement to work in the UK.

EMERGENCY CONTACT INFORMATION

TITLE: FIRST NAME: SURNAME:
ADDRESS: HOME TEL:
CITY: POST CODE: RELATIONSHIP:
MOBILE TEL:

WORK HISTORY, SKILLS & QUALIFICATIONS

OCCUPATION:
Please attach a copy of your CV (Curriculum Vitae) that provides detail of your work history and relevant skills and qualifications.

AGENCY DETAILS

AGENCY NAME: CONTACT NAME:
EMAIL: RATE OF PAY:
ADDRESS: UNIT OF PAY: DISCOUNT:
CITY: POST CODE: START DATE: END DATE:
ROLE APPLIED FOR/TITLE:
DO YOU HAVE ANY OTHER AGENCY APART FROM THE ONE ABOVE? YES NO

AMAZE UMBRELLA LIMITED 2019

Amaze Umbrella Application Form



EMPLOYMENT APPLICATION
PRIVATE & CONFIDENTIAL

BANK DETAILS

BANK NAME: SORT CODE:
ACCOUNT NAME: ACCOUNT NUMBER:
BUILDING SOCIETY REFERENCE:

DATA PROTECTION AND THE REGULATION EU 2016/679 (GDPR)

The Data Protection Act 2018 and the Regulation EU 2016/679 (General Data Protection Regulation) set out a number of requirements in relation to the processing of personal data.

We take your privacy and the privacy of the information we process seriously and confirm that we will comply with the provisions of the Data Protection Act 2018 and Regulation EU 2016/679 when processing personal data about you. We will only use your personal information, and the personal information you give us access to under this contract, to provide the services you have requested from us in accordance with Amaze Umbrella Limited's [Privacy Policy](#).

DECLARATION (PLEASE READ THIS CAREFULLY BEFORE SIGNING THIS APPLICATION)

☐ By ticking this box, I confirm the above information is complete and correct.

☐ By ticking this box, I confirm that I have read the Data Protection Notice above and consent to Amaze Umbrella Limited using my personal information, including sensitive personal data, whether obtained from me or another source for appropriate purposes in accordance with the UK Data Protection Act 2018.

☐ Please tick this box if you are NOT subject of bankruptcy related proceedings such as Bankruptcy or Individual Voluntary Arrangements (IVAs) etc.

I confirm there are no outstanding criminal convictions that are not considered spent in accordance with the Rehabilitation of Offenders Act 1974 except (i) an offence committed in the United Kingdom which is a fixed penalty offence for the purpose of the Road Traffic Offenders Act 1988 or any statutory modification or replacement thereof for the time being in force; (ii) an offence committed in the United Kingdom or abroad which is dealt with by a procedure substantially similar to that applicable to such a fixed penalty offence; and (iii) an offence which is an ingredient in the unlawful parking of a motor vehicle.

We would like to send you promotional information from time to time that we think will be relevant to your situation. Please confirm you are happy for us to do this by ticking the box. If you do not tick the box we will refrain from sending you promotional information.

SIGNATURE: DATE:
PRINT NAME:

[Click to Attach copy of your POI](#)
[Click to Attach copy of your POA](#)

AMAZE UMBRELLA LIMITED 2019

Did you know? You can upload your Proof of Identity (POI) and Proof of Address (POA) directly on the application form, saving you time and hassle.

To help you complete the application form with ease, we have produced a checklist (overleaf).

Getting Started Checklist

Your personal details (so we know who you are)

Including; full name, address, home and mobile telephone numbers, email address, date of birth, nationality, emergency contact information, whether you have a driving licence or not.

☐

National Insurance Number

☐

Proof of Address (POA)

*E.g. Driving licence or utility bill.
This can be uploaded directly via
the application form.*

☐

Work history or curriculum vitae (CV)

Proof of Identity (POI) - This can be uploaded directly via the application form.*

To prove your identity, nationality and right to work.*

☐

Passport or driving licence

Your bank details (so we can pay you)

We require the below bank details to make sure we can pay you on time, every time.

☐

Bank name

☐

Account name (usually your name)

☐

Sort code

☐

Account number

☐

Building Society reference (if applicable)

Additional documentation

We will need a few final items of documentation as follows:

☐

A copy of a valid work visa/permit (if applicable)

☐

A P45 from your last employer, or a P46

* If you are from outside the European Economic Area you will need to supply additional documentation such as a visa to prove your right to work. We will assist you to make this process as simple as possible.