



Application Form

Please sign and complete this form as soon as possible. Until we have processed your application and received your ID papers you cannot enjoy the benefits of being a Gabem employee.

Complete the whole form if you can, but YOU MUST COMPLETE ALL AREAS OF THE FORM MARKED WITH * before we can accept your application. Please print IN CAPITAL LETTERS and post this form to Gabem, Waterside, Halfway Bridge, Lodsworth, West Sussex, GU28 9BP, with all supporting documents (such as your ID papers and P45).

FOR OFFICE USE ONLY

Authorised by

Date

Passport place of issue

Permit type

Expiry date

1 Your details

* TITLE MR Mrs Ms Miss

OTHER (please state)

E-mail

* FIRST NAME

Fax No.

* MIDDLE NAME

* Next of Kin Name

* FAMILY NAME (Surname)

* Contact Telephone Number

* MOTHERS MAIDEN NAME (for security purposes)

We are able to provide payroll and other statutory information by email. This will allow you to access your important information faster and more conveniently. We can also send you important notices and other materials, such as our newsletter. Please tick the box if you do NOT wish to receive such information by email.

* ADDRESS House No. / Name

* We are required to check that you are eligible to work in the UK. Please confirm whether you are a:

* Street

British citizen

* Town

Citizen of another country

* City

Which one?

* County

* Postcode

* DATE OF BIRTH

* NATIONAL INSURANCE NUMBER

Grid for National Insurance Number: | | | | | | | |

* Telephone No. (Home)

* Mobile No.

You are required to provide us with certain specified documents before you start work to show that you are permitted to take this type of work, and to enable us to set you up.

If you are a British or EU citizen, and you have a passport, this should be the only document we need to see. If you are from another country, or you do not have a passport, please contact our Operations Team on 01798 861100 (or refer to the Guidance Notes at www.gabem.com/downloads) to find out alternative ways of showing that you are permitted to take this type of work.

Please tick here if you are enclosing ID

2 Personal Accident Insurance

Gabem will automatically provide you with personal accident cover, which will cost just £2.75 deducted from your net income. Full policy details can be provided on request.

Please tick here if you DO NOT wish to take out this cover.

3 24-hour Personal Accident Insurance

Gabem can also offer 24-hour Accident Insurance Cover for an additional £1.50 a week. If you choose to take this, the cost will be deducted from your net income. We can provide full policy details on request.

Please tick here if you DO wish to take this additional cover.

4 Your Tax Circumstances

If you are enclosing your P45 from your previous employer, please tick here.

If you do not have one please complete the section (your present circumstances) below, and forward your P45 as soon as you can.

Your present circumstances: Read all of the statements carefully and tick **the one box** that applies to you.

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, State or Occupational Pension.

OR

B – This is now my only job but since last 6 April I have had another job, or received taxable Job Seeker’s Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.

OR

C – As well as my new job, I have another job or receive a State or Occupational Pension.

Student Loans

Please tick the box which applies to you.

I have a Student Loan which is not fully repaid and I left a course of UK higher education before last 6 April and I received my first Student Loan instalment on or after 1 September 1998.

NO

YES

(Select "No" if you are repaying your Student Loan direct to the Student Loans Company by agreed monthly payments.)

5 Holiday Pay

Holiday Pay is reserved at an appropriate rate and accrued to be paid out whenever you take time off (subject to tax and NI). If you wish we can pay out your reserved holiday pay each week, although this is less tax efficient.

Please tick here if you want us to pay your reserved holiday pay with your wages each week.

6 Pension Auto-enrolment

Gabem is an employer for the purposes of pension autoenrolment. This means that we are required by law to provide an approved workplace pension from 1st September 2013 and we are obliged to automatically enrol all eligible workers into that workplace pension. Gabem is using the National Employment Savings Trust (NEST) as its approved workplace pension. Gabem has postponed the date that it starts to enrol workers who are eligible for automatic enrolment by 3 months. This will be 3 months from the date you join Gabem. (You may be able to start contributions earlier if you wish to, please contact us for more details). At that date, you will be automatically enrolled if you are an eligible worker.

You will be an eligible worker if you:

- are aged between 22 and State Pension Age;
- work in the UK; and
- earn over £10,000 per annum (this figure is for 2014/15 and is reviewed and updated annually by Government)

Even if you are not automatically enrolled you may still be able to join.

If you are interested in finding out more, please contact us.

7 Mobile phone text messages

We will normally notify you, at no extra cost, that your pay is on its way to your bank account, and other important information via SMS text message.

Please tick here if you DO NOT wish to receive notifications by SMS text message.

8 Your job title

* Job title/profession

9 Agency details

* Name of Employment Agency / Company

* Agency Branch

Agency Tel No.

Agency Fax No.

Agency Contact

* Start Date

10 Details of current status

Are you currently working?

YES

Name of current hirer (end client)

Address of current assignment worksite

Date started

How long is this assignment due to last?

Have you worked at this worksite previously?

If so please provide dates worked

NO

Date when last assignment ended

Name of hirer (end client) for previous assignment

Depending on your response, we may need to contact you to ask you for some additional information.

11 Your Bank or Building Society details

* Name of Bank or Building Society

* Sort Code

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* Account Number (8 digits)

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* Account Name (e.g Mr J Brown)

* Reference No. (for Building Society Accounts)

NOTE: If the above account is not in your name we will require written authorisation from both you and the account holder that your wages can be paid into this account.

12 Where did you hear about Gabem?

A Gabem member? (name/Gabem reference number)

Previously a Gabem member?
(Please state Gabem reference number if known)

Agency? (name)

Advertisement? (publication name)

Internet search engine? (name)

13 Data Protection

Gabem will need to hold information about you for certain purposes, including (but not limited to): confirming your entitlement to work in the UK, administering personnel and pay records for you, and otherwise as reasonably required for Gabem to operate its business.

You can ask to see this information (subject to applicable exemptions) by contacting us at our registered address (on the back of this application form).

Gabem may need to release such data relating to you to third parties (such as insurance providers) where necessary in order to procure or administer products and/or services on your behalf; Gabem will also use information relating to you to notify you (by whatever means) of promotions, products or services offered by Gabem and third parties and/or business partners.

By signing and submitting this application form, you consent to:

- the transfer of data to third parties as described above;
- the checking of your personal data and qualification to work in specific areas, where these are required for the purpose of compliance with legislation;
- Gabem providing references on your behalf to future employers or third parties; and
- the use of your information to contact or inform you for marketing and promotional purposes (unless you indicate otherwise by contacting Gabem at the address overleaf).

Agreement to terms

1. I confirm:

- I have read and understood a copy of Gabem's information brochure and this Application Form;
- to the best of my knowledge, my current assignment will not be my only assignment during my employment with Gabem;
- the information supplied on this form is all correct and true to the best of my knowledge and I confirm that Gabem is entitled to rely on the information supplied.

2. I agree:

- to all Gabem's terms and conditions;
- to sign and return a Classic Contract of Employment;
- to keep Gabem informed in writing of any changes in my personal details, contact details or any changes in my personal circumstances which might affect my immigration status and eligibility to work in the UK;

- to supply any such information on request at any time;
 - to provide on request documents and information which will enable Gabem to make any necessary statutory checks on my eligibility to work in the UK;
 - to repay on demand (and in any event on termination of my employment) any advances I may receive and I authorise Gabem to deduct any such sums from any payment otherwise due to me.
3. **I consent to the processing of personal data (and sensitive personal data) and/or the release of data to third parties as described in Section 12 above.**

* SIGNATURE

* PRINT NAME

* DATE

Gabem Management Limited,
Waterside, Halfway Bridge,
Lodsworth, West Sussex, GU28 9BP
Tel: 01798 861100
Email: enquiries@gabem.com
Text messages: 07937 985389
Fax: 01798 861101
Website: www.gabem.com



Registered in the United Kingdom
Registration number: 4775883
Registered address: Waterside, Halfway Bridge, Lodsworth,
West Sussex, GU28 9BP
Authorised and regulated by the Financial Conduct Authority (FCA)
FCA registered number 312231

gabem

Freedom to work the way you want