



# Global Employment Bureau Limited

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## Specialists within the Recruitment Industry

### Key Information Document EXAMPLE

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

#### GENERAL INFORMATION

<b>Your name:</b>	Joe Bloggs
<b>Name of employment business:</b>	Global Employment Bureau Ltd
<b>Your employer (if different from the employment business):</b>	None
<b>Type of contract you will be engaged under:</b>	Contract for services
<b>Who will be responsible for paying you (if different from your employer):</b>	Global Employment Bureau Ltd
<b>How often you will be paid:</b>	Weekly
<b>Expected or minimum rate of pay:</b>	£14.00 (minimum)
<b>Deductions from your pay required by law:</b>	Individual is responsible
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	None
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	No holiday accrued
<b>Additional benefits:</b>	None

#### EXAMPLE PAY

<b>Example pay statement:</b>	Weekly – GROSS - £630.00
<b>Deductions from your wage required by law:</b>	None
<b>Any other deductions or costs from your wage:</b>	None
<b>Any fees for goods or services:</b>	None
<b>Example net take home pay:</b>	£630.00

