

Simply Education AWR Information Request Form

Regulation 5 of the Agency Workers Regulations 2010 provides that an Agency Worker who completes a 12 week Qualifying Period in the same role for you will be entitled to receive treatment equal to what they would have received had you recruited them directly. You can either provide the relevant terms and conditions the Agency Worker would have received had you recruited them directly, or point to a comparable employee you have identified in your organisation. A comparable employee is an existing employee doing the same or broadly similar work, working in the same location, or different location.

We ask you to complete this form and provide any relevant information so that we know what terms and conditions either the Agency Worker or a comparable employee would receive and to which the Agency Worker will be entitled when s/he completes the Qualifying Period. Also please ensure that you inform Simply Education immediately if any of the following information changes, including if the comparable employee leaves.

INFORMATION REQUEST FORM FOR		
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I confirm that the details provided below relate to what the Agency Worker would have received, had they been recruited directly

OR

I confirm that the details provided below relate to a comparable employee

PAY	
Basic salary payable to the direct recruit or comparable employee	£
Commission: Please also state any qualifying criteria for payment of commission	£
Overtime payments: Please also state any qualifying criteria for payment of overtime	£
Shift/unsocial hours allowances: Please also state any qualifying criteria for payment of shift or unsocial hours allowances	£
Risk payments for hazardous duties: Please also state any qualifying criteria for risk payments for hazardous duties	£
Vouchers or stamps: Please list any vouchers or stamps which can be exchanged for goods and services and state their respective monetary values (excluding vouchers paid as a result of salary sacrifice schemes e.g. childcare vouchers)	£
Bonuses: Details of any bonus payable, including the purpose of the payment, the frequency of the payments and any qualifying criteria	£
Any other remuneration: Insert details of any other payments made, including the purpose of the payment, the frequency of the payments, qualifying criteria. Please also provide details of any terms and conditions relating to pay entitlement, for example details of pay reviews	

WORKING HOURS	
Night work: Please provide details of any terms and conditions which would apply to the agency worker in relation to night work (where the duration of work is not less than hours between the hours of midnight and 5a.m)	
Rest periods:	
Rest breaks:	
Duration of working time: (For example, where your employees are not required to work more than 48 hours per week, this should apply to the Agency Worker)	
ANNUAL LEAVE	
The annual leave entitlement is the statutory entitlement (28 days)	
If no, where greater contractual leave is given, the annual leave entitlement is:	
Please also provide details of any terms and conditions relating to annual leave entitlement	
DAY ONE RIGHTS	
Details of collective facilities (these include canteen, childcare facilities and transport services, toilets and shower facilities, prayer rooms)	

SIGNATURE	
I confirm I am authorised to provide this information for an on behalf of the hirer.	
Signed:	Print name:
Position:	Dated: