



Document	Key Information Document (KID)
Date	March 2020
Version	1

Highgrade Recruitment Ltd complies with the regulations to provide you with a professional, fair and legal service. Upon registration you will be issued with all the required, legal paperwork during the registration process.

We operate an open, honest and robust service. This document sets out key information about your relationship as a work-seeker with us, as an employment business, including details about pay, holiday entitlement and other benefits.



Key Information Document – PAYE

This document sets out key information about your relationship as a work-seeker with us, as an employment business, 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

Your name:		
Name of employment business:		
Your employer (if different from the employment business):		
Type of contract you will be engaged under:		
Who will be responsible for paying you (if different from your employer):		
How often you will be paid:		
Expected or minimum rate of pay:		

Deductions from your pay required by law:		
Any other deductions or costs from your pay (to include amounts or how they are calculated):		
Any fees for goods or services:		
Holiday entitlement and pay:		
Additional benefits:		

Representative example of your pay

Example rate pay:		
Deductions from your wage required by law:		
Any other deductions or costs from your wage:		
Any fees for goods or services:		
Example net take home pay:		