##### Agency Worker Regulation Information Request Form

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| Regulation 5 of the AWR 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  We ask you to complete this form and provide any relevant information so that we know the terms and conditions to which the Agency Worker will be entitled when they complete the Qualifying Period. Also please ensure that you inform us immediately if any of the following information changes, including if the comparable employee leaves. | | | |
| Job Title: | | Click or tap here to enter text. | |
| Please tick whichever of the following statements is correct: | | | |
|  | 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. (A comparable employee is an existing employee doing the same or broadly similar work, working in the same or a different location) | | |
| Please answer all the questions below: | | | |
| Basic Salary  What is the basic salary or hourly rate payable to the direct recruit or comparable employee? | | | Click or tap here to enter text. |
| Overtime Payments  Please also state any qualifying criteria for payment of overtime. Are any shift allowances/premium rates payable? Please state what they are: | | | Click or tap here to enter text. |
| Shift / Unsocial Hours Allowances  Please also state any qualifying criteria for payment of shift or unsocial hours allowances. | | | Click or tap here to enter text. |
| Any Other Remuneration  Insert details of any other payments made, including the purpose and frequency of payments and any qualifying criteria | | | Click or tap here to enter text. |

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| Annual Leave (Tick and complete whichever option applies): | | |
|  | The annual leave entitlement is the statutory entitlement | |
|  | Where greater contractual leave is given, the annual leave entitlement is days | |
| Working Hours: | | | |
| Night Work:  Where applicable please provide details of any terms and conditions which would apply to the agency worker in relation to night work (where the agency worker carries out work the duration of which is not less than hours between the hours of midnight and 5 a.m) | | Click or tap here to enter text. | |
| Rest Periods: | | Click or tap here to enter text. | |
| Rest Breaks: | | Click or tap here to enter text. | |
| 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) | | Click or tap here to enter text. | |
| Day One Rights: | | | |
| Details of Collective Facilities:  (these include canteen, childcare facilities and transport services, toilets and shower facilities, prayer rooms) | | Click or tap here to enter text. | |