

FAO All Aspire Temporary workers

Due to legislation we are required to hold both proof of your eligibility to work in the UK and proof of identity on file.

Therefore, please can you forward us the following documentation at your earliest convenience:

- A copy of your passport, and
- Proof of National Insurance number – this can be either a N.I. card, a P45 or a P46.

If you do not have a passport then please forward us a copy of your birth certificate.

For those who originally resided outside of the UK and who require home office paperwork and/or work permits please can you also forward us copies of these.

**** Just a reminder to all temps that timesheets must be received by Tuesday morning at the latest to ensure payment for the following Friday****

Please do not hesitate to call us if you have any queries.

Kind Regards,

Aspire Contract Support Ltd