

OVERSEAS WORKING NOTIFICATION FORM

PLEASE COMPLETE DIGITALLY OR IN BLACK INK. DIGITAL SIGNATURES ARE NOT ACCEPTED.

PLEASE EMAIL TO WELFARE@JONLEE.CO.UK

PERSONAL DETAILS

Contractors name.....

Telephone number..... Mobile number.....

EMERGENCY CONTACT

Full name.....

Relationship to you (e.g. partner, parent)

Day telephone number.....

Evening telephone number.....

TRAVEL DETAILS

Date you were notified to travel abroad.....

Who notified you of the requirement to travel abroad.....

Address you will be staying at whilst abroad.....

.....

Contact telephone number whilst abroad.....

Do you have any health conditions or disabilities, which are relevant to work? Yes No

If yes, please give details.....

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**IMPORTANT NOTE : ARE YOUR PASSPORT DETAILS UP TO DATE?
REMEMBER YOUR PASSPORT MUST BE VALID FOR A MINIMUM OF 6 MONTHS PRIOR TO TRAVEL.**

INSURANCE – PRIOR TO TRAVEL

PAYE CONTRACTORS

For insurance purposes prior to any travel abroad all PAYE contractors receive confirmation of insurance documents from your liaison officer which will contain contact details in the event of an emergency, and dates of cover

LTD CO CONTRACTORS

It is the responsibility of the limited company to ensure that they have the relevant insurance cover in place prior to travel

UMBRELLA PAYE CONTRACTORS

It is the contractors responsibility to ensure that they have the relevant insurance cover in place prior to travel

COMPANY DETAILS

Company name.....

Line manager name.....

Line manager position.....

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CONTINUED

OVERSEAS NOTIFICATION DETAILS

Date travelling out..... Expected return date.....

Expected duration..... Role whilst abroad.....

Name and address of your employer whilst abroad.....

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What date do you expect to start work?.....

What date do you expect to finish work?.....

What is your expected hours of work (e.g. 9 to 5 Mon-Fri).....

Special instructions for day 1 (if applicable).....

**PLEASE ENSURE YOU ARE AWARE OF WHO IS RESPONSIBLE FOR
AUTHORISING YOUR TIMESHEET.**

PLEASE ENSURE YOU ARE AWARE OF ANY HEALTH / SAFETY REQUIREMENTS OF THE CLIENT

Brief description of the tasks to be performed overseas.....

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Contractors signature.....

Digital signatures are not accepted, please sign in black ink.