



JONATHAN LEE CONTRACTS LIMITED

OVERSEAS WORKING NOTIFICATION FORM

CONTRACTOR DETAILS

Contractor name:	
Telephone no:	Mobile no:

<i>IN THE RARE EVENT OF AN EMERGENCY, WE NEED TO BE ABLE TO CONTACT THE APPROPRIATE PERSON QUICKLY:</i>	
Name of emergency contact	Telephone day
Relationship to you (eg partner, parent)	Telephone night

What date were you notified to travel abroad and by whom?	
Address you will be staying at whilst abroad?	
What will your contact telephone number be whilst abroad?	
Do you have any health conditions or disabilities, which are relevant to work? Yes / No	
If yes, please give details	

**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 must be in receipt of a medical card, these are available from Lynne Hennity (Tel no. 01384 397555), failure to obtain a card may result in insufficient medical 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

CURRENT COMPANY DETAILS

Company name:
Current line manager & position

OVERSEAS NOTIFICATION DETAILS

Date travelling out	Expected return date
Expected duration:	Role whilst abroad:
Please state the name & address of your employer whilst abroad?	
What date do you expect to start work?	What date do you expect to finish work?
What is your expected hours of work (ie 9 til 5 Mon-Fri)	
Special instructions for day 1:(if applicable)	

**PLEASE ENSURE YOU ARE AWARE WHO IS RESPONSIBLE FOR AUTHORISING YOUR TIMESHEET WHILST ABROAD
PLEASE ENSURE YOU ARE AWARE OF ANY HEALTH / SAFETY REQUIREMENTS OF THE CLIENT**

BRIEF DESCRIPTION OF THE TASKS TO BE PERFORMED OVERSEAS
