

Employee New Starter Form

Accountant	Kevin Khosa
Company	BXTR Ltd

Title	Mr	Gender M/F	M	Marital Status	Single
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Name	Akinchan Jain
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Date of Birth	16/12/1994	Start Date	06/02/2025	Director Y/N	N
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Address Line 1 (Mandatory)	23
Address Line 2 (Mandatory)	Pincott Parkway
Postcode (Mandatory)	EH17 8ZS

Email Address	akinchanjain100@gmail.com
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National Insurance Number	TJ082625B	Department	
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	Working Days	Hours Worked	
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		Total Hours Per Week
	Saturday		
	Sunday		

Annual Salary	
Hourly Rate	

If hours are varied, how many hours on average are expected to be worked each week:	-15.99	
	16-23.99	
	24-29.99	
	39+	
	Other	

Payment Method	Cheque	In House BACS	QTAC BACS
Do not fill the below if Cheque			
Account Name	Mr Akinchan Jain		
Sort Code	831823	Account No	00161170

	Document Checklist
	P45/HMRC Starter Checklist Attached (Mandatory)

EMPLOYEE EMERGENCY CONTACT FORM

Name Akinchan Jain

Department Reception

Personal Contact Info:

Home

Address 23
Pincott Parkway, Edinburgh EH17 8ZS

Home Telephone # N/A

Mobile# 07824180366

Emergency Contact Info:

Name Neelanshu Jain

Relationship Brother

Address 23, Pincott Parkway, Edinburgh
EH17 8ZS

Home

Telephone# N/A Mobile# 07466788717 (Whatsapp)

Name Megha Jain

Relationship Sister- in-law

Address 23, Pincott Parway
Edinburgh EH17 8ZS

Home Telephone # N/A

Mobile # 07440753876

(1) Medical Contact Info:

Doctor Name. Ferniehill surgery

Phone 0131 6642166

I have voluntarily provided the above contact information and authorize BXTR Ltd (House Of Gods Hotel) and its representatives to contact any of the above on my behalf in the event of an emergency.

Employee Signature Akinchan Jain Date 06/02/2025

Statement of Particulars of Employment

Between

BXTR Ltd
233 Cowgate Edinburgh
EH1 1JQ

And

Akinchan Jain

Terms of Employment

This statement sets out the terms and conditions of your employment pursuant to section 1 Employment Rights Act 1996

1. Commencement of employment

- 1.1 Your employment began on 06/02/2025 No employment with your previous employer counts towards your continuous employment.
- 1.2 Your employment is subject to a probationary period of 3 calendar months during which time your performance and conduct will be carefully appraised and monitored.
- 1.3 During your probationary period, the Employer reserves the right to terminate your employment at any time by giving you one week's notice or payment in lieu. You will also be required to give the Employer one week's written notice should you wish to leave your employment during this time. Please note that the Employer also reserves the right to reduce the number of official warnings as set out in the disciplinary procedure and may at its discretion merely give you notice or pay in lieu. The Employer further reserves the right to extend your probationary period should this be considered necessary by management.

2. Job title

- 2.1 The title of your job is Night Receptionist
- 2.2 In addition to the duties that this job normally entails, you may from time to time be required to undertake additional or other duties as necessary to meet the needs of the Hotel's business.
- 2.3 You may be required to undertake other duties from time to time as the Employer may reasonably require.
- 2.4 Your duties shall also include acting in such capacity and for such time or times as are from time to time required for any subsidiary holding or associated Employer of the Employer and during such periods of secondment you shall accept all reasonable lawful directions and restrictions given to you.
- 2.5 You warrant that you are entitled to work in the UK without any additional approvals and will notify the Employer immediately if you cease to be so entitled at any time during your employment with the Employer.
- 2.6 You shall not work for anyone else while you are employed by the Employer, unless otherwise approved by the Company.

3. Place of work

- 3.1 Your normal place of work is House of Gods Hotel, 233 Cowgate, Edinburgh, EH1 1JQ.
- 3.2 During the course of your employment, you may be required to work temporarily in the same or similar capacity in any one of the Employer's departments, branch offices, subsidiary or associate companies or locations within or outside of the United Kingdom. Temporary transfers will principally be to cover short term requirements and may occur at short notice.

3.3 You will not be required to work outside of the UK for more than one continuous month during the term of your employment.

4. **Salary**

1.1 Your salary shall be calculated at £ 12 per hour working a minimum of 27.5 hrs per week. You will be paid every second Friday for the two weeks from the Sunday prior.

4.1 The Employer shall be entitled to deduct from your salary or other payments due to you any money which you may owe to the Employer at any time including, without prejudice to the generality of the foregoing, any overpayment or loans made to you, or losses suffered by the Employer as a result of your negligence, breach of contract or breach of the Employer's rules or replacement uniform costs.

5. **Hours of work and Rules**

5.1 You acknowledge that there are no normal hours of work applicable to you but that you are required to work shifts as determined by the weekly rota.

5.2 The requirements of your employment do call for some flexibility and you may be required to work additional hours as are necessary to fulfil your responsibilities as the needs of the business may from time to time demand.

5.3 By signature of this agreement, you hereby agree that the limit on working hours set out in Regulation 4(1) of the Working Time Regulations 1998 shall not apply to you and that your average working week may, therefore, exceed 40 hours for each 7 day period. You may terminate this opt out at any time by giving 2 weeks' written notice to the Employer.

6. **Holidays**

6.1 Your holiday entitlement will depend on the number of hours you actually work and will be pro-rated on the basis of a full time entitlement of 28 days' holiday during each full holiday year (including all usual public holidays in England and Wales (or a day in lieu if you are required to work on a public holiday).

6.2 Part time staff will be entitled to a pro-rata amount according to the amount of hours / shifts worked.

6.3 You will be paid your normal basic remuneration during such holidays.

6.4 The Employer's holiday year runs between 1 January and 31 December. If your employment starts or finishes part way through the holiday year, your holiday entitlement during that year shall be calculated on a pro-rata basis rounded up to the nearest half day.

6.5 Save at the Employer's discretion, you shall give at least 2 week's notice of any proposed holiday dates for any period up to and including 4 days and 1 month's notice of any proposed holiday dates for any period of 5 days or more and these must be agreed by your manager in writing in advance. No more than 11 working days' holiday may be taken at any one time unless prior consent is obtained from your manager or a director. The Employer may require you to take holiday on specific days as notified to you.

6.6 You cannot usually carry untaken holiday entitlement forward from one holiday year to the following holiday year.

6.7 The Employer shall not pay you in lieu of untaken holiday except on termination of employment. The amount of such payment in lieu shall be 1/260th of your salary for each untaken day of your entitlement under clause 8.1 for the holiday year in which termination takes place and any untaken days permitted to be carried forward from the preceding holiday year. However, if the Employer has dismissed you or would be entitled to dismiss you under 10 or you have resigned without giving the required notice, such payment in lieu shall be limited to your statutory entitlement under the Working Time Regulations 1998, and any paid holidays (including paid public holidays) taken shall be deemed first to have been taken in satisfaction of that statutory entitlement.

6.8 If you have taken more holiday than your accrued entitlement at the date your employment terminates, the Employer shall be entitled to deduct from any payments due to you one day's pay calculated at 1/260th of your full-time equivalent salary for each excess day.

7. Sickness absence

- 7.1 If you are absent from work for any reason, you must notify your manager of the reason for your absence and its likely duration as soon as possible but no later than 1 hour before the start of your shift on the first day of absence.
- 7.2 In all cases of absence a self-certification form, which is available from the Employer's shared computer drive, must be completed on your return to work and supplied to your manager. For any period of incapacity due to sickness or injury which lasts for seven consecutive days or more, a doctor's certificate stating the reason for absence must be obtained at your own cost and supplied to your manager. Further certificates must be obtained if the absence continues for longer than the period of the original certificate.
- 7.3 You agree to consent to a medical examination (at our expense) by a doctor nominated by the Employer should the Employer so require. You agree that any report produced in connection with any such examination may be disclosed to the Employer and the Employer may discuss the contents of the report with the relevant doctor.
- 7.4 If you are absent from work the Employer shall pay you Statutory Sick Pay (SSP), subject to all usual rules and exclusions and provided that you satisfy the relevant requirements.

8. Termination and Notice Period

- 8.1 After successful completion of your probationary period as provided in clause 3.2, the prior written notice required from the Employer to terminate your employment shall be as follows:
- 1 week's prior written notice until you have been continuously employed for 2 complete years;
 - 2 weeks' prior written notice once you have been continuously employed for 2 years;
- 8.2 After successful completion of your probationary period as provided in clause 1.2, the prior written notice required from you to terminate your employment shall be 2 weeks:.
- 8.3 The Employer may, at its discretion, pay monies in lieu of required notice periods and/or require you to remain away from work during your notice period.

The Employer shall be entitled to dismiss you at any time without notice or payment in lieu of notice if you commit a serious breach of your obligations as an employee, or if you cease to be entitled to work in the United Kingdom.

9. Disciplinary and Grievance procedures

Your attention is drawn to the disciplinary and grievance procedures applicable to your employment. These procedures do not form part of your contract of employment.

If you wish to appeal against a disciplinary decision you may apply in writing to the appointed appeal officer in accordance with our disciplinary procedure.

The Employer reserves the right to suspend you with pay for a specified period for the purposes of investigating any allegation of misconduct or neglect against you.

If you wish to raise a grievance you may apply in writing to the appointed grievance officer in accordance with our grievance procedure.

Pension

The Employer will comply with its obligations pursuant to the Pensions Act 2008.

A contracting-out certificate is not in force in respect of your employment.

Collective agreements

There is no collective agreement, which directly affects your employment.

Changes to your terms of employment

The Employer reserves the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

Confidential information

You shall not use or disclose to any person either during or at any time after your employment with the Employer any confidential information about the business or affairs of the Employer or any of its guests, business contacts, or about any other matters which may come to your knowledge in the course of your employment. For the purposes of this clause 15, confidential information means any information or matter which is not in the public domain and which relates to the affairs of the Employer or any of its business contacts.

The restriction in clause 15.1 does not apply to:

prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996; or

use or disclosure that has been authorised by the Employer, is required by law or by your employment

Employer property

All documents, manuals, hardware and software provided for your use by the Employer, and any data or documents (including copies) produced, maintained or stored on the Employer's computer systems or other electronic equipment (including mobile phones), remain the property of the Employer.

Any Employer property in your possession and any original or copy documents obtained by you in the course of your employment shall be returned to the Employer's head office at any time on request and in any event prior to the termination of your employment with the Employer.

Third party rights

The Contracts (Rights of Third Parties) Act 1999 shall not apply to this agreement. No person other than you and the Employer shall have any rights under this agreement and this agreement shall not be enforceable by any person other than you and the Employer.

Acceptance of Terms of Employment

This contract is dated the

Signed: 

Date 06/02/2025

Name: **Ross Baxter**
On Behalf of **BXTR Ltd**

Acceptance:

Akinchan Jain
I, acknowledge receipt from you the Statement of Particulars under the Employment Rights Act 1996 and agree to the terms and conditions of my employment as set out therein.

I hereby accept the above offer of a Contract of Employment.

Signed: **Akinchan Jain**

Date 06/02/2025

Employee's Name:

Akinchan Jain
.....

**Agreement to Opt Out of Regulation 4 (1)
of the Working Time Regulations 1998**

Akinchan Jain
I,

agree with

BXTR Ltd

that the limit in regulation 4(1) of the Working Time Regulations 1998 shall not apply to me and that my average working week may therefore exceed 48 hours for each seven-day period (as defined by and calculated in accordance with the Working Time Regulations 1998).

1. This agreement shall apply from that date of signing until further notice.
2. I agree that I will comply with any and all policies of the employer, from time to time in force, which relate to the maintenance of records of my hours of work.
3. This agreement can be terminated by me giving two weeks' notice in writing to **BXTR LTD**.

Akinchan Jain
Signed:.....

06/02/2025
Date

Akinchan Jain
Employees Name:.....

Signed: 

06/02/2025
Date

Name: **Ross Baxter**
On Behalf of **BXTR Ltd**

I do not wish to sign the above I agree with above