Welcome to ViacomCBS.

Please complete the form below and email to [freelancersUK@vimn.com](mailto:freelancersUK@vimn.com), together with all required supporting documents. All fields are mandatory, and any missing information or documents will delay contracts, compliance and payroll processing.

*We will send you the contract via Adobe sign, please check you junk mail folder.*

*If any of your details change (address or bank details, please make sure to let us know!)*

**Required Compliance Documents:**

All freelancers: 1) Proof of right to work in UK (Passport/Visa)

2) DBS check if working with children/vulnerable adults

PAYE freelancers: 3) P45 if you have it, if not we will use the information provided below

Sole Traders: 4) No further documents are required but your role must be on the approved HMRC “safe list”: [Former Appendix 1](http://www.hmrc.gov.uk/gds/esm/attachments/roles_normally_treated_as_self_employed_formerly_appendix_1.pdf) **AND** fulfil the criteria in either column A or B. If this is not the case, we will have to engage you as PAYE freelancer instead.

LTD Company: 5) Certificate of Incorporation

6) UK Business Bank Account Proof

7) Insurances (Professional Indemnity, Public and Employer Liability)

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| **Section 1 – ALL Freelancers** | |
| First name: |  |
| Surname: |  |
| Personal Address (in full, including postcode): |  |
| Date of birth: |  |
| Contact Phone: |  |
| Contact Email: |  |
| NI number: |  |
| Next of kin plus contact details: |  |
| Status: | **Please select one:**  PAYE – direct contract  PAYE – through Agency  Sole Trader – direct contract  LTD Company – Outside IR35 – direct contract  LTD Company – Outside IR35 – through Agency |

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| **Section 2 – Self Employed Sole Traders and PAYE freelancers ONLY:** | |
| Bank name: |  |
| Bank account number (or IBAN): |  |
| Sort code (or SWIFT): |  |

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| **Section 3 – PAYE freelancers ONLY – Tax Information if you do not have P45:** | |
| Tax Information – please read the following statements carefully and select the ONE that applies to you:  **A** – This is my first job since last 6 April and **I have not** been receiving taxable Jobseekers Allowance or taxable Incapacity Benefit or a state or occupational pension.  **B** – This is now my only job, but since last 6 April **I have** had another job, or have received taxable Jobseeker’s Allowance or Incapacity Benefit. I do not receive a state or occupational pension.  **C** – I have another job or receive a state or occupational pension. | |
| If you left a course of Higher Education before last 6 April and received your first student loan instalment on or after 1 September 1998 and you have not fully repaid your student loan, tick this box*. (If you are required to repay your student loan through your bank or building society account* ***do not*** *tick this box).*  *To tick the box, type “X” in right side column* |  |

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| **Section 4 – LTD company (PSC) OR Agency ONLY:** | |
| * **For all limited company freelancers (direct or trough agency, we will carry out IR35 assessment and issue Status Determination Statement (SDS) to all parties in the contractual chain. You have the right to appeal out decision.** * **For payments, please complete the ARIBA SLP set up to get paid.** | |
| Company name: |  |
| Company registered address: |  |
| Company registration number: |  |
| VAT number: | If applicable |
| Business bank account number: | The bank account **must be** a company account, personal accounts are not allowed. |
| IBAN: |  |
| SWIFT: |  |
| IR35 – Have you done any self-employed work of similar nature for other clients in the last 12 months? |  |
| IR35 – Is majority of your income coming from this engagement? |  |
| IR35 – Have you used a substitute (or helper), that you paid for, in the past 12 months? |  |

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| **Section 5 – Agencies ONLY:** | |
| Agency contact name: |  |
| Agency contact email: |  |
| Agency contact phone: |  |
| Agreed fee structure: | % margin or markup (delete as appropriate) |

The following section will be separated from the form before submission to payroll.

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| **Section 6 – Ofcom Reporting – Diversity and Inclusion Information – ALL freelancers** |

We will disclose the data provided in this section to [OFCOM](https://www.ofcom.org.uk/home) (please click the name for further information) when formally requested by them as part of their diversity monitoring. When doing so we shall ensure any data is aggregated and **anonymised** to ensure that no individual can be identified from the data sets provided to the broadcasting regulator. We shall also seek appropriate safeguards from the relevant regulator about what they will do with the data to ensure its security and integrity.

*Please type [X] in the appropriate box:*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **GENDER** | | | | | | | |
|  | | | | | | | |
|  | Female |  | Male |  | Prefer to self-describe |  | Prefer not to say |

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| **IS YOUR GENDER IDENTITY THE SAME AS THE SEX YOU WERE ASSIGNED AT BIRTH?** | | | | | | | |
|  | | | | | | | |
|  | Yes |  | No |  | Prefer not to say |  |  |

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| **MARITAL STATUS** | | | | | | | |
|  | | | | | | | |
|  | Single |  | Civil Partnership |  | Cohabiting |  | Widowed |
|  | | | | | | | |
|  | Married |  | Separated |  | Divorced |  | Prefer not to say |

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| **NATIONALITY** | | | | | | | | | | |
|  | | | | | | | | | | |
| Country of origin: | | |  | | | Nationality: | |  | | |
|  | | | | | | | | | | |
| **ETHNIC ORIGIN** | | | | | | | | | | |
|  | | | | | | | | | | |
|  | White British |  | | Asian - Indian |  | | Black African | |  | Mixed - White/Asian | |
|  | | | | | | | | | | |
|  | White Irish |  | | Asian - Pakistani |  | | Black Caribbean | |  | Mixed - White/Black | |
|  |  |  | |  |  | |  | |  |  | |
|  | White - Other |  | | Asian - Chinese |  | | Black - Other | |  | Mixed - Other | |
|  |  |  | |  |  | |  | |  |  | |
|  | Asian - Bangladeshi |  | | Asian - Other |  | | Mixed - Black/Asian | |  | Other ethnic group | |
|  |  |  | |  |  | |  | |  |  | |
|  | Prefer not to say |  | |  |  | |  | |  |  | |

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| **SEXUAL ORIENTATION** | | | | | | | | |
|  | | | | | | | | |
|  | Heterosexual |  | Gay Man |  | Gay Woman |  | Bisexual |
|  | | | | | | | | |
|  | Prefer to self-describe |  | Prefer not to say |  |  |  |  |

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| **RELIGION** | | | | | | | | |
|  | | | | | | | | |
|  | Christian |  | Hindu |  | Muslim |  | Other |
|  | | | | | | | | |
|  | Buddhist |  | Jewish |  | Sikh |  | No religion |
|  |  |  |  |  |  |  |  |
|  | Prefer not to say |  |  |  |  |  |  |

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| **DISABILITY STATUS** | | | |
| It is now a legal requirement for employers to be aware of any disabilities that their employees have and to make reasonable adjustments to accommodate them. Please let us know details of any disability or health problem and any adjustment that you trust you may need.  *You’re disabled under the Equality Act 2010 if you have a physical or mental Impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.* | | | |
|  |  | **Disability status** | **Examples** |
|  |  | Not disabled |  |
|  |  | Disfigurement or speech | Facial or other disfigurement, stammering/stuttering, no speech |
|  |  | Learning or neurodifference | Dyslexia, dyspraxia, autism, Asperger’s, ADHD, learning disability |
|  |  | Mental health | Anxiety, depression, bipolar disorder, OCD, panic attacks |
|  |  | Musculoskeletal | Back/neck/legs/arms problems, arthritis |
|  |  | Physical health | Cancer, diabetes, epilepsy, asthma, stomach/liver/kidney, heart/blood etc. |
|  |  | Sensory | Sight loss, hearing loss, other sensory impairment |
|  |  | Other or multiple conditions | Multiple conditions or other not listed |
|  |  | Prefer not to say |  |