

Thank you for registering for the Harrow Council cycle to work scheme

CYCLE2WORK HALFORDS STORES

Please complete and return the documentation as detailed below:-

- All documentation should be signed on company premises
- Pre-contract - **PLEASE RETAIN PRE CONTRACT FOR YOUR RECORDS**
- Hire Agreement - **Copy 1 - You** sign and retain this copy for your records.
- Hire Agreement - **Copy 2 - Please sign, scan and email for HR Approval to: -**

Email: StaffBenefits@harrow.gov.uk

Alternatively please post to:

HR Admin Team
3rd Floor, South Wing
Harrow Council
Civic Centre
Station Road
Harrow
HA1 2XY

Please note

Windows are open all year for applications. Letter of Collection's (LOC's) will be processed and despatched monthly. To avoid delays, please send in your application ASAP/before the end of the month to be included on the next available payroll.

PLEASE ALLOW 14 WORKING DAYS AFTER APPROVALS FOR LETTER OF COLLECTIONS

Deductions will commence from your next available salary after your application has been approved.

If you have any queries please do not hesitate to the cycle team on: 01908 303498

*****THIS SCHEME IS FOR HALFORDS ONLY AND CYCLES CANNOT BE PURCHASED THROUGH INDEPENDENT STORES*****

By signing the hire agreement you are committing to the full term of the 12 month contract.

The contract is non cancellable and is legally binding.