# New Employee Form

## Employee’s personal details

Home address

Last name

|  |
| --- |
|  |

First Name(s)

|  |
| --- |
|  |
|  |

Are you male or female?

MaleFemale

Date of Birth: DD MM YYYY

|  |
| --- |
|  |

|  |
| --- |
|  |
|  |
|  |
|  |
| Personal Email: |

National Insurance Number (if known)

|  |
| --- |
|  |

Telephone numbers

|  |
| --- |
| Mobile: |
| Home: |

## Employee statement

You need to select only one of the following statements A, B or C

A This is my first job since last 6 April and I have not been receiving taxable Jobseeker’s Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State of Occupational Pension

B This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker’s Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension

C As well as my new job, I have another job or receive a State or Occupational Pension.

## Student Loan

1. Do you have a student loan which is not fully repaid?

|  |  |
| --- | --- |
| Yes | Go to question 2 |
| No | Go to section 4 (Bank details) |

1. Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?

|  |  |
| --- | --- |
| Yes | Go to question 4 |
| No | Go to question 3 |

1. What type of Student Loan do you have?

|  |  |
| --- | --- |
| Plan 1 | You will have a Plan 1 Student Loan if:   * You lived in Scotland or Northern Ireland when you started your course, or * You lived in England or Wales and started your course before September 2012 |
| Plan 2 | You will have a Plan 2 Student loan if you lived in England or Wales and started your course on or after 1 September 2012. |

1. Did you finish your studies before the last 6 April?

Yes

No

For further guidance about repaying Student loans go to www.gov.uk/new-employee/student-loans

## Bank details

|  |  |
| --- | --- |
| Account Name |  |
| Sort Code |  |
| Account Number |  |
| Bank Name and branch |  |

## Pension

We will auto enrol you into the staff pension scheme, please complete the additional form.

## Emergency contact details

|  |  |
| --- | --- |
| Name |  |
| Relationship to you |  |
| Daytime contact no. |  |

## Signature

|  |
| --- |
|  |

Date

|  |
| --- |
|  |

The information contained on this form is used for payroll administration purposes and will be kept on your Personnel file

**Office use only**

|  |  |
| --- | --- |
| Employment start date |  |
| Contracted hours weekly |  |
| P45? | Yes No |

Identification:

|  |  |
| --- | --- |
| Passport No: |  |
| Birth/Marriage Cert No: |  |
| Full Driving License No: |  |
| EU Identity Card No: |  |
| NINO Verified: |  |
| Verified by: |  |
| Date Passed to Finance: |  |