**Employee Details – New Starter Form**

|  |  |
| --- | --- |
| Surname: |  |
| Forenames: |  |
| Address: |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Postcode |  |
| Mobile number |  |
| Email address |  |
| National Insurance No. | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |
| Date of Birth: |  |
| Male / Female |  |
| Bank Name: |  |
| Payee Name: |  |
| Account No. | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | |
| Sort Code | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |
|  |  |
| Start date |  |
| Contracted hours |  |
| Holiday pay % |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Starting Declaration Please tick one of the below statements | | | | | | |  |  |  |
| This is my first job since 6th April | | | | | | | | |  |
| This is my only job | | | | | | | | |  |
| I have another job | | | | | | | | |  |
|  | | | |  |  |  |  |  |  |
| Student Loans | | | |  |  |  |  |  |  |
| Did you have a student loan which is not fully repaid (Yes / No) | | | | | | | | |  |
| You will have a Plan 2 student loan if you lived in England or Wales and started your course on or after 1st Sept 2012 | | | | | | | | |  |
| Plan 1 | | | | | | | | |  |
| Plan 2 | | | | | | | | |  |
| Did you finish your studies before the last 6th April (Yes/No) | | | | | | | | |  |
| P45 received |  |  |

**Please complete and return to** [**finance@caraires.co.uk**](mailto:finance@caraires.co.uk)