**Employee Details – New Starter Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | | | | | | | | | | | | | | | |
| **Surname** |  | | | | | | | | | | | | | | | |
| **Forename(s)** |  | | | | | | | | | | | | | | | |
| **Address** |  | | | | | | | | | | | | | | | |
| **Postcode** |  | | | | | | | | | | | | | | | |
| **Mobile number** |  | | | | | | | | | | | | | | | |
| **Email address** |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **National Insurance Number** |  | | | | | | | | | | | | | | | |
| **Date of Birth** |  | | | | | | | | | | | | | | | |
| **Bank Name** |  | | | | | | | | | | | | | | | |
| **Payee Name** |  | | | | | | | | | | | | | | | |
| **Account Number** |  | |  | |  | |  | |  | |  | |  | |  | |
| **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 |  |  |