

THE CARAIRES RECRUITMENT CONSULTANCY

CARAIRES HOUSE | 22-24 LAWFORD ROAD | RUGBY | CV21 2DY

WWW.CARAIRES.CO.UK | 01788 298040

Employee Details – New Starter Form (please complete electronically)

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						Client				
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

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Caraires payroll notes

P/R:

Employee Ref:

C/R:

Department: