

**Form No: 5  
New Employee Start Form.**



**Authorisation to Jade Recruitment "Data Controllers" to obtain and store "Sensitive Personal Data"**

Having understood and completed Jade Recruitment Form No: 01 relating to the General Data Protection Regulations 2018,

I (*print name*) ..... confirm my understanding of the content of this form and its directive to allow Jade Recruitment Consultants / "**Data Controllers**" to obtain and archive my "**Sensitive Personal Data**", that is for the purpose of finding me new employment. Finally, I can confirm understanding of my right to withdraw consent for the holding of my "**Sensitive Personal Data**", that is at the time of my choosing.

<b>Signed:</b>	<b>Date:</b>

**PLEASE COMPLETE THIS NEW STARTER FORM IN BLOCK CAPITALS.**

<b>Title - Mr/MRs/Ms</b>	<b>Surname</b>
<b>Forenames (include all middle names in Full)</b>	

<b>Date of Birth – Day / Month / Year</b>	
<b>National Insurance Number</b>	

<b>Address / Postcode &amp; Email Addresses</b>	
<b>Post Code:</b>	
<b>Email address:</b>	

<b>Bank or Building Society Name</b>		<b>Branch (Town or City)</b>	
<b>Sort Code (6 Digit number)</b>	<b>Account Number (8 digits)</b>	<b>Account Name</b>	

**Continued Overleaf.....**

**Your Current Inland Revenue (TAX) Status.**

Please read all the following statements carefully and tick ONE that applies to you: -

Tick Box.

<b>A</b>	This is my first job since last 6 <sup>th</sup> April and <b>I HAVE NOT</b> been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension	
<b>OR</b>		
<b>B</b>	This is now my only job, but since last 6 <sup>th</sup> April <b>I have</b> had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance, or taxable Incapacity Benefit. I <b>do not</b> receive a State or Occupational Pension	
<b>OR</b>		
<b>C</b>	As well as my new job, I have another job or receive a State or Occupational Pension	

**Student Loan Declaration: Please read ALL the following and Circle the appropriate responses**

1. Do you have a Student Loan which is not fully repaid?	Yes	No
2. Are you repaying your Student Loan direct to the Student Loan Company by agreed monthly payments?	Yes	No
<p><b>Student Loan Plan Guidance: -</b></p> <p><b>You will have a Plan 1 Student if: -</b></p> <p><b>A). You lived in Scotland or Northern Ireland when you started your course, or</b></p> <p><b>B). You lived in England or Wales and started your course before 1<sup>st</sup> September 2012</b></p> <p><b>You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1<sup>st</sup> September 2012</b></p>		
3. What type of Student Loan do you have?	Plan 1	Plan 2
4. Did you finish your studies before the last 6 <sup>th</sup> April ?	Yes	No

**Signed Declaration: -**

I confirm that the information that I have supplied on this form is correct and hereby accept the Agency's Terms and Conditions as detailed on all Applicant Forms and Conditions of Engagement for Temporary Workers: -

Signed:

Date:

**Office Use Only: - Proof of Address & Identity Received.**

Staff Initial		Birth Cert.		Passport		HMRC doc		Drive Licence	
Start Date:				Leave Date:					
Branch	DORKING / ALTON			TEMP			PERM		