

# New Employee Start Form.



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

Date of Birth – Day / Month / Year	
National Insurance Number	

Address / Postcode & Email Addresses	
Post Code:	
E:mail address:	

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

Your Present Circumstances: 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 I <b>HAVE NOT</b> been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension	
OR		
<b>B</b>	This is now my only job, but since last 6 <sup>th</sup> April I <b>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	
OR		
<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

**Student Loan Plan Guidance.**  
 You will have a Plan 1 Student if: - A). You lived in Scotland or Northern Ireland when you started your course, or  
 B). You lived in England or Wales and started your course before 1<sup>st</sup> September 2012

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

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

I hereby confirm that the information contained on this form is correct:

Signed: .....Date:.....

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

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