

New Employee Form

This form should be completed by or on behalf of all new employees

Employer	
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Personal details

Name and title of employee	
Date of birth	
National insurance number	
Home address	
Postcode	
Account holder's name	
Bank sort code	
Bank account number	
Building society reference	

Employment details

Job description	
Department	
Start date	
If a director - date appointed	
Annual salary/hourly rate	
Normal working days/hours	
Overtime rates 1/ 2	

Supplementary information

Please provide details of any additional standard pay amounts such as childcare deductions, pensions, car allowance, guaranteed commission or fixed bonuses.

Tax details

Tax position: Do you have, or expect to receive a P45 from your last employment? If you do, please ensure that you forward parts 2 and 3.....Yes No

If NO - please answer YES to only ONE of the following:

This is my first job since 6 April and I have not been receiving taxable jobseeker's allowance or taxable incapacity benefit or a state occupational pension..... Yes

This is now my only job but since 6 April I have had another job or received taxable Jobseeker's Allowance or incapacity benefit. I do not receive a state or occupational pension..... Yes

I have another job or receive a state or occupational pension..... Yes

Student loans: I am currently repaying a student loan that should be collected via the payroll.....Yes No

Completed by (the employee or by a representative thereof)

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