

New Employee Form

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

Employer	
----------	--

Personal details

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

Employment details

Job title	
Department	
Start date	
If a director - date appointed	
Annual salary/hourly rate	
Normal working days/hours	
Overtime rates 1/ 2	
Standard hours worked per week	<input type="checkbox"/> 0 - 15.99hrs <input type="checkbox"/> 16 - 23.99hrs <input type="checkbox"/> 24 - 29.99hrs <input type="checkbox"/> 30+ hrs <input type="checkbox"/> other (eg: pensioner) Please tick ONE of the above that represents normal hours worked per week

Supplementary information

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

New Employee Form (continued)

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

NOW answer YES to 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 Loan: Do you currently have an outstanding student loan where, subject to meeting earnings test, repayments should be collected directly from your salary?
.....Yes No

If yes, please select:

I commenced my course before July 2012 and as such, I am repaying my student loan under the rules governing Plan 1; or

I commenced my course on or after 1st September 2012 and as such, I am repaying my student loan under the rules governing Plan 2

Apprenticeship: Are you being employed under a Qualified Apprenticeship Contract?
.....Yes No

If yes, when does your Qualified Apprenticeship Contract end?

--	--	--

DD/MM/YYYY

Completed by: (the employee or by a representative thereof)

--

Distance Limited

Distance Limited