



### New Starter Form

First name: ..... Surname: .....

Date of birth: ..... Gender: Male/Female

Home number: ..... Mobile number: .....

Home address: .....

.....

Postcode: ..... Employment start date: .....

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### Emergency Contact

#### Emergency contact 1

Full name: ..... Relationship: .....

Home phone: ..... Mobile number: .....

Home address : .....

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Postcode: .....

#### Emergency contact 2

Full name: ..... Relationship: .....

Home phone: .....

Mobile number: .....

Home address : .....

.....

Postcode: .....

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## Bank details

Bank name: .....

Account name: .....

Account number: .....

Sort code: .....

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## Employee statement

You need to select only **one** of the following statements **A**, **B** or **C**.

**A** - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.

**B** - This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.

**C** - As well as my new job, I have another job or receive a State or Occupational Pension.

Do you have a Student Loan which is not fully repaid and all of the following apply:

- You left a course of UK higher education before last 6 April.
- You received your first Student Loan instalment on or after 1 September 1998.

Yes/No

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National Insurance Number: .....

Tax code: .....

I have a British passport: Yes/No

If No, I have proof of UK residency in the form of: .....

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Name: .....

Date: .....

Signature: .....