

Employee Detail Form

Title Mr / Mrs / Miss / Ms / Dr / Sir / Prof / The Rev. / The Hon.

Forename/s _____
(do not enter initials or shortened names such as Jim for James or Liz for Elizabeth)

Surname _____

Address _____
_____ **Postcode** _____

Telephone _____ **Mobile** _____

Email _____

Previous Surname _____ **Sex** male / female

Marital Status single / married / divorced / widow / civil partnership / other

Date of Birth ____ / ____ / ____ **Disabled** yes / no

N.I. Number _____ **Nationality** _____

Ethnic Origin white european / afro caribbean / asian / other

EMPLOYEE STATEMENT - you need to select only one of the following statements A, B, or C.

- A** This is my first job since 6 April and I have not been receiving taxable Jobseekers Allowance, Employment & Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B** This is now my only job, but since 6 April I've had another job, or received taxable Jobseekers Allowance, Employment & Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension. **P45 required, please tick to confirm P45 attached**
- C** As well as this job, I have another job (*employed or self-employed*) or receive a State or Occupational Pension.

Do you have a STUDENT LOAN which is not fully repaid?	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>go to next section</i>
Did you complete or leave your studies before 6 April?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you paying your Student Loan direct to the Student Loans Company by agreed monthly payments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What type of Student Loan do you have?	1 <input type="checkbox"/>	2 <input type="checkbox"/> Both <input type="checkbox"/>

Plan 1 – You lived in Scotland or Northern Ireland when you started your course. You lived in England & Wales and started your course before 1 September 2012

Plan 2 – You lived in England or Wales and started your course on or after 1 September 2012. Your loan is a Part Time Maintenance Loan. Your loan is an Advance Learner Loan. Your loan is a Postgraduate Healthcare Loan.

Do you have a POSTGRADUATE LOAN which is not fully repaid?	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>go to next section</i>
---	------------------------------	---

You'll have a Postgraduate Loan if;
You live in England and started your Postgraduate Master's course on or after 1 August 2016.
You lived in Wales and started your Postgraduate Master's course on or after 1 August 2017.
You lived in England or Wales and started your Postgraduate Doctorate course on or after 1 August 2018.

Did you complete or leave your Postgraduate studies before 6 April?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you paying your Postgraduate Loan direct to the Student Loans Company by agreed monthly payments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

DATA CONSENT *(please delete as applicable)*

I do / I do not give consent for my personal data on this form to be used for the purpose of payroll and pension processing by the employers payroll and pension processors.

DECLARATION – I confirm that the information I've given on this form is correct.

Signature

____ / ____ / ____
Date

EMPLOYER TO COMPLETE

Start Date / / **First Pay Date** / /

Job Title _____

Employment Status full-time / part-time / temporary / contractor

Basic Pay Rate £ _____ **per** hour / day / week / 4-week / month / year

Contracted Hours _____ hrs **per** week / fortnight / 4-week / month / year

Payment Frequency weekly/ fortnightly / 4 weekly / monthly

Payment Method bacs / chq / cash

Official Document Seen to Validate National Insurance No. _____
(e.g. National Insurance Card, HMRC or DWP Correspondence)

Official Document seen to Validate Full Name Spelling _____
(e.g. Passport, Driving Licence, National Insurance Card, HMRC or DWP Correspondence)

RIGHT TO WORK IN THE UK

For information for employers on which documents can be accepted when conducting right to work check please go to www.gov.uk and search for '**An Employers guide to acceptable Right to Work Documents**'

This guide explains the document checks that should be carried out to find out if someone has the Right to Work in the UK, and to carry out the type of work the employer is offering. It provides:

- example images of documents employers could be given
- information on right to work document checks
- information on acceptable documents for proving right to work

NEXT OF KIN

Name _____ Relation to you _____

Telephone _____ Mobile _____

Data Consent *(please delete as applicable)*

I do / I do not have consent from my next of kin for their information to be held by the employer for the purpose of emergency contact.

BANK DETAILS

Bank Name _____

Bank Address _____

_____ Postcode _____

Name/s on account _____

Sort Code _____ Account No. _____

DO NOT SEND THIS PAGE TO KENT PAYROLL BUREAUS LTD