



ETC International College

Employee Details Form & New Starter Declaration

August 2024

Instructions for employee:

- ✓ Use black pen and make sure you write clearly so that all details are easily readable.
- ✓ Please note that items marked with a * are mandatory.
- ✓ Any missing or incorrect information on this form may delay payroll being processed.

Personal Details

Salutation*: Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Forenames*:

Surname*:

Gender*: Male ☐ Female ☐

Date of Birth*: / /

Marital Status: Single ☐ Married ☐ Separated ☐

National Insurance Number*:

Address Line 1*:

Address Line 2:

Address Line 3:

Address Line 4:

City / Town*:

County*:

Post code*:

Telephone*:

Mobile:

Email:

Passport number:

NOTE: Any changes to personal details must be reported to the HR office as soon as possible.

Bank Details

Bank Name*: Bank

Address*: A/C

Number*: Sort

Code*:

Name on Account*:

Next of Kin Details

Name*:

Relationship*:

Telephone*:

Pay Details (for employer use only)

Contract Type:

Perm: ☐

Temp: ☐

Fixed Term: ☐

Employment start date:

Payment frequency: **Fortnightly**

Payment method: **BACS**

Contracted Hours:

Contracted Days:

Mon ☐

Tue ☐

Wed ☐

Thu ☐

Fr ☐

Sat ☐

Sun ☐

Hourly Rate:

£ per hour

Salary Rate:

£ per year

Overtime Rate:

£ per hour

Holiday entitlement (days):

(28 days incl Bank Holidays is the legal minimum)

Sickness entitlement (days):

Payroll ID:

Right to Work

I have the legal right to work in the UK. If 'Yes', please give further details.

Yes ☐ No ☐ Nationality

Documentation Type:

Document Number:

Expiry Date: / /

New Starter Declaration

To be completed with a previous P45 form or when form P45 is not provided (to replace the P46 procedure)

Which of the following statements applies to your current employment situation? Please put cross in the box next to the most relevant answer. Please select only **one** statement.

Employee Statement

- ☐ **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 pension or occupational pension.
- ☐ **B** - This is my only job, but since **last** 6 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive state or occupational pension.
- ☐ **C**. I have another job or receive a state or occupational pension.

Student Loan

I have a Student Loan which is not fully repaid and I left a course of UK higher education before last 6 April and I received my first Student Loan instalment on or after 1 September 1998.

Yes ☐ No ☐

Select 'No' if you are repaying your Student Loan direct to the Student Loans Company by agreed monthly payments.

If 'Yes', please select:

☐ **Plan 1**

You are on Plan 1 if you're:

- An English or Welsh student who started an undergraduate course anywhere in the UK before 1 September 2012
- A Northern Irish student who started an undergraduate course in England or Wales on or after 1 September 1998

- An EU student who started an undergraduate course in England or Wales on or after 1 September 1998, but before 1 September 2012
- An EU student who started an undergraduate or postgraduate course in Northern Ireland on or after 1 September 1998



Plan 2

You are Plan 2 if you're:

- An English or Welsh student who started an undergraduate course anywhere in the UK on or after 1 September 2012
- An EU student who started an undergraduate course in England or Wales on or after 1 September 2012
- Someone who took out an Advanced Learner Loan on or after 1 August 2013
- Someone who took out a Higher Education Short Course Loan on or after 1 September 2022



Plan 4

You're on Plan 4 if you're:

- A Scottish student who started an undergraduate or postgraduate course anywhere in the UK on or after 1 September 1998
- An EU student who started an undergraduate or postgraduate course in Scotland on or after 1 September 1998



Postgraduate Plan

You're on a Postgraduate Loan repayment plan if you're:

- An English or Welsh student who took out a Postgraduate Master's Loan on or after 1 August 2016
- An English or Welsh student who took out a Postgraduate Doctoral Loan on or after 1 August 2018
- An EU student who started a postgraduate course on or after 1 August 2016

Pension



Auto Enroll



Postponed 3 payments



Opt out

Medical Conditions and Medication

It is imperative ETC is informed of any significant medical conditions (mental and physical) that we need to be aware of, such as diabetes or allergies, such as bee stings, nuts or any other medical condition that could affect your ability to carry out your role at ETC, such as medication with side effects. Failure to disclose significant medical information and medication is regarded as a serious issue and in breach of both ETC Safeguarding Policies and your pre-employment checks. It is your responsibility to inform ETC should your medical conditions and medication change for the duration of employment at ETC.

Declaration

I confirm that the information stated in the above declaration to be true and correct.
I understand that my personal data will be processed according to GDPR.

Please sign and date:

Signature	Date (dd/mm/yyyy)

Checklist

- ✓ Photographic ID provided
- ✓ P45 from previous employer
- ✓ Starter declaration dated and signed

Yes ☐ No ☐

DBS PAYROLL DEDUCTION

Ihereby authorise ETC International College to deduct payment from my wages in respect of a DBS Application which will be carried out on my behalf.

Please sign and date:

Signature	Date (dd/mm/yyyy)

WORKPLACE PENSION

Automatic enrolment commences 6 weeks after employment unless you wish to opt out.

Updated August 2024 Board of Governors
Next update due August 2027