



# NEW STARTER FORM

PLEASE COMPLETE AND SIGN EACH SECTION

## 1. PERSONAL DETAILS

Title: ..... Forename(s): ..... Surname: .....

Known As: ..... (used for email address if completed)

Date of Birth: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ National Insurance number: \_\_ \_\_ - \_\_ - \_\_ \_\_ \_\_ \_\_

Address: .....

..... Post code: .....

Contact number: ..... Mobile number: .....

This will be used for any official correspondence or to contact you in an emergency.

Starting date (if known): \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ Employing Department: .....

**Your monthly payslip is provided on-line via MyView the College's self-service system. MyView is accessed using your username and password.**

**Please provide an e-mail address where these details can be sent to you.**

**If you are a RHUL student please provide your student email address for this purpose below:**

.....

## 2. WHO SHOULD WE CONTACT ON YOUR BEHALF IN AN EMERGENCY?

Title and full name: .....

Address: .....

..... Post Code: .....

Daytime telephone number: ..... Other contact numbers: .....

## 3. STUDENT STATUS

Are you a full time student: Yes  No

If yes please complete the following:

Institution: .....

Qualification (e.g. degree, masters).....

Course: ..... Year of study: .....

Student Number if student at Royal Holloway: .....

#### 4. WORKING TIME REGULATIONS

Under the Working Time Directive we are required to consider your total number of working hours including hours worked for other employers. Please indicate below if you hold another post and the number of hours you would normally work each week.

Please note that if you are on a student visa your hours of work are limited to 20 hours per week, if you are studying at degree level or above (during term time), taking into account work for other employers and the College. If you are studying below degree level your hours of work are limited to 10 hours per week (during term time), taking into account work for other employers and the College

#### 5. DECLARATION

I confirm that all the information given above is correct, that I have right to work in the UK and that I have declared all additional employment that I am undertaking. I will inform the HR Department if I do undertake any additional work.

Signed: ..... Date: .....

**PRIOR TO YOUR FIRST DAY OF EMPLOYMENT WITH ROYAL HOLLOWAY, PLEASE GO TO THE OFFICE INDICATED ON YOUR OFFER LETTER TAKING THE FOLLOWING DOCUMENTS WITH YOU:**

- COMPLETED STARTER FORM
- UK BIRTH CERTIFICATE (FULL) OR PASSPORT (A DRIVING LICENCE IS NOT SUFFICIENT)
- P45 FROM YOUR PREVIOUS EMPLOYER
- NATIONAL INSURANCE CARD IF YOU DO NOT HAVE A P45
- STUDENT CARD IF YOU ARE A FULL TIME STUDENT
- CERTIFICATES FOR ANY QUALIFICATIONS OF DEGREE LEVEL OR ABOVE AND ANY ACADEMIC TEACHING QUALIFICATIONS

**PLEASE NOTE THAT THERE MAY BE A DELAY IN YOUR FIRST SALARY PAYMENT IF ANY OF THIS INFORMATION IS NOT PROVIDED**

**PART TWO**  
**EQUAL OPPORTUNITIES INFORMATION**

Royal Holloway is committed to Equal Opportunities and as such undertakes data collection to allow for analysis, evaluation and reporting of Equal Opportunities matters internally within the College and externally to fulfil its statutory requirements.

We would therefore be grateful if you would provide the following information to enable us to complete our records and fulfil our statutory requirements

**1. ETHNIC ORIGIN** (categories as used in the 2011 Census of Population)

I would like to describe myself as (please tick one):

- |                    |                          |             |                          |   |                          |
|--------------------|--------------------------|-------------|--------------------------|---|--------------------------|
| White              | <input type="checkbox"/> | Indian      | <input type="checkbox"/> | Mixed White/Black Caribbean                     | <input type="checkbox"/> |
| Gypsy or Traveller | <input type="checkbox"/> | Pakistani   | <input type="checkbox"/> | Mixed White/Black African                       | <input type="checkbox"/> |
| Arab               | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> | Mixed White/Asian                               | <input type="checkbox"/> |
| Black Caribbean    | <input type="checkbox"/> | Chinese     | <input type="checkbox"/> | <input type="checkbox"/> Other mixed background | <input type="checkbox"/> |
| Black African      | <input type="checkbox"/> | Asian Other | <input type="checkbox"/> | Any ethnic background                           | <input type="checkbox"/> |
| Black Other        | <input type="checkbox"/> |             |                          |   |                          |

I do not wish to provide this information

**2. NATIONALITY:** .....

**3. SEXUAL ORIENTATION**

I would like to describe myself as (please tick one):

- |              |                          |         |                          |                    |                          |
|--------------|--------------------------|---------|--------------------------|--------------------|--------------------------|
| Bisexual     | <input type="checkbox"/> | Gay man | <input type="checkbox"/> | Gay woman/ lesbian | <input type="checkbox"/> |
| Heterosexual | <input type="checkbox"/> | Other   | <input type="checkbox"/> |                    |                          |

I do not wish to provide this information

**4. RELIGION AND BELIEF**

I would like to describe myself as (please tick one):

- |                       |                          |           |                          |                              |                          |
|-----------------------|--------------------------|-----------|--------------------------|------------------------------|--------------------------|
| No religion or belief | <input type="checkbox"/> | Christian | <input type="checkbox"/> | Buddhist                     | <input type="checkbox"/> |
| Hindu                 | <input type="checkbox"/> | Jewish    | <input type="checkbox"/> | Muslim                       | <input type="checkbox"/> |
| Sikh                  | <input type="checkbox"/> | Spiritual | <input type="checkbox"/> | Any other religion or belief | <input type="checkbox"/> |

I do not wish to provide this information

**5. DO YOU CONSIDER YOURSELF DISABLED?** Yes  No

I do not wish to provide this information

If yes, in order to meet the College's obligations under the Disability Equality Duty please give details of your disability.....

Do you require any adjustments to your work or work place? Yes  No

If you would like to discuss your disability and/or any adjustments that may be needed in confidence please contact the HR department.

**6. GENDER IDENTITY:** Is your gender identity the same as the gender you were originally assigned at birth?

Yes  No  I do not wish to provide this information

7. **MARITAL STATUS:** My marital status is (please tick one):

Married    Civil Partnership    Single    Widowed    Divorced

## Additional Information for the Higher Education Statistics Agency

1. **HESA NUMBER**

If you are joining Royal Holloway from another HE institution you may have been allocated a HESA number already. Before leaving your current employment we would be grateful if you could request this number from your current institution.

HESA NO: .....

2. **PREVIOUS EMPLOYER:** .....

3. **HIGHEST QUALIFICATION:** .....

4. **ACADEMIC TEACHING QUALIFICATION:** .....  
.....

5. **CURRENT ACADEMIC DISCIPLINE:**.....

**Signed:** .....

**Name:** ..... **Date:** .....

This Equal Opportunities and Higher Education Statistics Agency information may be returned in a sealed envelope to the HR Department if required.

**PART THREE**

**PAYROLL DETAILS**

**BANK OR BUILDING SOCIETY DETAILS (used for your monthly pay and expenses)**

Name of Bank:.....

Address:.....

Sort Code number:    \_\_\_ \_\_\_ \_\_\_                      Account number: \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

Building Society Roll Number (if applicable) \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

**Signed:**.....

**Name:**.....

**Date:**.....

**Tax**

Payroll need information about you before your first payday, to tell HMRC about you and to use the correct tax code for your pay.

**P45** - If you have a P45 tax form please attach it to this form. If not, please indicate if your present employer will be issuing you with one shortly.  
(a) P45 attached (parts 2 & 3 only, retain part 1A for your records)  
(b) P45 to follow  
(c) No P45 expected (please tick a statement A, B or C below)

If your P45 is old (issued prior to last April) or you do not have a P45 please tick **one** of the statements A, B or C below:

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

**Student Loan**

Have you left a course of UK higher education before last 6 April and received your first UK Student Loan installment on or after 1 September 1998 and not fully repaid your Student Loan? Yes  No

Are you repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account? Yes  No

**National Insurance**

The College must automatically deduct NI contributions when appropriate unless you are able to produce form CA2700. For further information please phone 0845 6000643 for details of your local NI Contact Centre.

## **Self-Employment**

The College must automatically deduct tax under Schedule E. A person who is normally self-employed may not always be treated as self-employed when working for the College. Any queries should be directed to the Payroll office (01784 443008/414091) or your local tax office. If the Inland Revenue subsequently confirms self-employed status any tax deductions will be refunded.