|  |  |
| --- | --- |
| New Starter |  |

|  |  |
| --- | --- |
| Personal details | |
| Title |  |
| Forename |  |
| Surname |  |
| Appointment title |  |
| Department |  |
| Start date |  |
| Date of birth (dd/mm/yyyy) |  |
| National Insurance Number |  |
| Address  (Including post code) |  |
| Home telephone number |  |
| Mobile telephone number |  |
| Email address |  |
| Emergency contact  (Name, address and contact telephone numbers) |  |
| Are you a full/part- time student. If you are a student at Royal Holloway please provide student number | Yes/No – if yes please provide details on institution, course of study, year |
| Do you work for another employer\* | Yes/No – if so please provide details on hours worked |

\* Under the Working Time Directive your total hours of work should not exceed 48 and we may need to adjust your hours of work or take other action if work for another employer would prevent compliance with this requirement.

**If you are a student you may only work up to 20 hours per week under College regulations and if you are a non-EU student 10 or 20 hours per week based on a working week Monday – Sunday subject to the limit stated in your visa.**

Prior to the issuing of your contract and undertaking any work you will need to provide: completed

starter form, proof of right to work in the UK (please see guidance), P45 or National Insurance card (if you don’t have a P45), Student Card if full time student, Qualification certificates (if essential for the role).

If you are undertaking casual work for the College you will need to claim for hours worked using MyView. All claims for hours must be made weekly and failure to do so may result in no further work being offered or non-payment. Once your details have been submitted and you have been issued with a contract you will be sent a link to MyView to enter your bank details and to view your payslips.

I confirm that all the information given above is correct and I will inform my Line Manager and the HR Department if the situation changes.

Signed: …………………………………………………… Date: ……………………

**Tax Details**

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 instalment 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 ⬜

**Postgraduate Loan**

Have you left a Postgraduate Masters course of UK higher education before last 6 April and received your first UK Student Loan instalment on or after 1 August 2016 and not fully repaid your Postgraduate Loan?

Yes ⬜ No ⬜

Are you repaying your UK Postgraduate 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 Rachel Burgess, Head of Financial Control (01784 276146) or your local tax office.

**Equal Opportunities Form**

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. Please 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 ⬜ Indian ⬜ Mixed White/Black Caribbean ⬜

Gypsy or Traveller ⬜ Pakistani ⬜ Mixed White/Black African ⬜

Arab ⬜ Bangladeshi ⬜ Mixed White/Asian ⬜

Black Caribbean ⬜ Chinese ⬜ Other mixed background ⬜

Black African ⬜ Asian Other ⬜ Any ethnic background ⬜

Black Other ⬜

I do not wish to provide this information ⬜

2. Nationality ………………………………………………………..

3. Sexual Orientation

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

Bisexual ⬜ Gay man ⬜ Gay woman/ lesbian ⬜

Heterosexual ⬜ Other ⬜

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 ⬜ Christian ⬜ Buddhist ⬜

Hindu ⬜ Jewish ⬜ Muslim ⬜

Sikh ⬜ Spiritual ⬜ Any other religion or belief ⬜

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. Previous employer: ………………………………………………………………….…..…………..

2. Highest qualification: ..............................………………………………………………..…

3. Academic teaching qualification: …………………………………………………………

4. Current academic discipline:………………………………………………………………

5. 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.

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