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| **New Starters****Form** |  |

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| 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 |  |
| Work 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.  |
| Please identify level of study – please delete as applicable | UG/Master of Philosophy, Science or Arts, PhD, other postgraduate |
| 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-UK 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: ……………………

**Please note there is additional information to complete below.**

**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):

Asexual ⬜ Bisexual ⬜ Gay or lesbian ⬜

 Heterosexual / Straight ⬜ Other ⬜ Queer ⬜

 In another way ⬜ Prefer not to say ⬜

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 workplace? 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: .........................

**Payroll Information**

**As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. It is important that you choose the correct statement. If you do not choose the correct statement, you may pay too much or too little tax.**

**P45 Status**

If you have a P45 tax form, please return it to: Payrollqueries@rhul.ac.uk.

If not, please indicate if your present employer will be issuing you with one shortly.

(a) P45 available (return parts 2 & 3 only, retain part 1A for your records)

(b) P45 to follow

(c) No P45 expected

A ⬜ B ⬜ C ⬜

**Tax Status**

Select one of the statements A, B or C below:

**A:** This is my first job since 6 April and since the 6 April I have not received payments from any of the following:

* Jobseekers Allowance
* Employment and Support Allowance
* Incapacity Benefit

**B:**  Since 6 April I have had another job, but I do not have a P45. And/or since the 6 April I have received payments from any of the following:

* Jobseekers Allowance
* Employment and Support Allowance
* Incapacity Benefit

**C:** Choose this statement if:

* I have another job and/or I am in receipt of a State, Works, or Private Pension

A ⬜ B ⬜ C ⬜

**Student Loans Q1**

Do you have a student or Postgraduate loan?

Yes ⬜ No ⬜

**Student Loans Q2**

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| --- |
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| Do any of the following statements apply?* You are still studying on a course that your student loan relates to
* You completed or left your course after the start of the current tax year, which started on 6 April
* You have already repaid your loan in full
* You are paying the Student Loans Company by Direct Debit from your bank to manage your end of loan repayments

Yes ⬜ No ⬜ |
| **Student Loans Q3**To avoid repaying more than you need to select the correct Student loan or loans that you have.**Student Loan - Plan 1** if:* You lived in Northern Ireland when you started your course, or
* You lived in England or Wales and started your course before September 2012.

**Student Loan - Plan** 2 if:* You lived in England or Wales and started your course on or after 1 September 2012

**Student Loan - Plan 4** if:* You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.

Plan 1⬜ Plan 2 ⬜ Plan 4 ⬜ **Postgraduate Loan Q4**Do you have a Postgraduate Loan?You will have a Postgraduate Loan if any of the following apply:* You lived in England and started your Postgraduate Masters course on or after 01 August 2016
* You lived in Wales and started your Postgraduate Masters course on or after 01 August 2017
* You lived in England or Wales and started your Postgraduate Doctoral course on or after 01 August 2018

Yes ⬜ No ⬜**Declaration**I confirm that the information I have given on this form is correctFull name - Use capital letters**Signature****Date: DD MM YYY**⬜⬜ ⬜⬜ ⬜⬜⬜⬜ |
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**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