

Employer name

New Employee Form

Employee details:

Title

National Insurance no.

Surname

Date of birth

First name

Gender

Second name(s)

Married

Address

Post Code:

Work and pay details:

Job title

Start date

Pay frequency

Hours and pay rates

Paid week in hand

Payment method

Normal working days

Details of any employer benefits, pension or other deductions:

To be completed by the employee:

Tick **ONLY ONE** of the following statements **A, B or C**:

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

Student Loan:

Q1. Do you have a Student Loan not fully repaid?

- Yes If yes, go to question 2
No If no, go to question 4

Q2. Are you repaying your Student Loan direct to the Student Loans Company by monthly payments?

- Yes If yes, go to question 4
No If no, go to question 3

Student Loan Plans:

Q3. What type of Student Loan do you have?

- Plan 1 * see below for help
Plan 2

Q4. Did you finish your studies before the last 6th of April?

- Yes
No

** You will have a Plan 1 Student Loan if you lived in Scotland or Northern Ireland when you started your course, or you lived in England or Wales and started your course before September 2012.*

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 Sep 2012.

I confirm that this information is correct:

Signature of employee:	Date:
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