

ERITH GROUP NEW STARTER FORM

Please complete all sections clearly and in full. Incomplete forms may result in delay to your first payment. Erith Group operates e-payslips and online pension accounts; therefore, an email address must be provided for this purpose.

PERSONAL DETAILS										
FULL NAME (as per ID):										
DATE OF BIRTH:										
NI NUMBER:										
GENDER:										
HOME ADDRESS:									POST CODE:	
HOME TELEPHONE NUMBER:										
MOBILE PHONE NUMBER:										
EMAIL ADDRESS:										
EMPLOYMENT START DATE:										
EMERGENCY CONTACT (NEXT OF KIN)										
FULL NAME:										
TELEPHONE NUMBER:										
RELATIONSHIP:										
BANK DETAILS										
BANK NAME:										
SORT CODE:										
ACCOUNT NUMBER (8-Digits):										
ACCOUNT HOLDER NAME:										
BUILDING SOC REF (if applicable):										
IDENTIFICATION REQUIREMENTS										
<p>In order to satisfy the Home Office 'right to work' requirements, on your first day of employment you must provide original ID as follows:-</p> <p>UK CITIZEN: Passport or Birth Certificate. EU CITIZEN: Passport or National ID Card. NON-EU CITIZEN: Passport together with UK Visa or UK Residence Permit, showing right to work.</p> <p><u>You must also provide proof of National Insurance Number.</u> This can be your current P45, P60, National Insurance card or official letter confirming the number, or any official HMRC document showing this information.</p>										

HMRC NEW STARTER DECLARATION

If you are not providing a form P45 from your most recent employer in the current tax year, you must select one of the following statements, A, B or C: -

- A** ☐ This is my first job since last 6th April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B** ☐ This is now my only job but since last 6th 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 or Occupational Pension.
- C** ☐ As well as this new job, I have another job or receive a State or Occupational Pension.

STUDENT LOAN

☐ Please tick this box if you have a government student loan that is not fully repaid.

WORK PLACE PENSIONS

Erith Group operates a work place pension that meets the government's Auto Enrolment legislation. All 'Eligible' employees are automatically enrolled into the scheme and contributions will commence at the start of your employment.

The scheme is operated through Aegon and they will write to you confirming scheme membership, normally within 4 weeks of you joining. At that time, you will have the opportunity to 'opt-out' and receive a refund of contributions, Aegon will confirm the process for doing so, when writing. Further information can be found at www.workplacepensions.gov.uk.

E-PAYSLIPS (PLEASE NOTE PAYSLIP PASSWORD)

Erith Group issue all employee payslips electronically via Email. Your payslip will be sent to the email address given on this form as a secure PDF file. The file can be opened using your 6-digit date of birth in the format DDMMYY.

By signing this form, you are confirming that you undertook the Erith Induction and understand the content, policies and procedures as detailed.

Signed _____ Date _____

NOTES FOR SITE ADMINISTATOR / LINE MANAGER ONLY

The form should be submitted together with the Health Questionnaire, copies of ID and if available P45. We also require confirmation of Line Manager and salary / rate of pay, either via email or a copy of an offer letter or contract. **Please remember to sign and date copies of ID to confirm originals have been seen, this is part of the Home Office compliance requirements.**