|  |  |
| --- | --- |
| \*Company Name: | Amoria Limited |

*Please complete employee details. \* denotes a* ***compulsory*** *field in BrightPay*

|  |  |
| --- | --- |
| \*Title | Mr |
| \*First Name(s) | Azad |
| \*Surname | Singh |

|  |  |  |  |
| --- | --- | --- | --- |
| \*Date of Birth | 15/08/1984 | | |
| Marital Status | Married | \* Gender | Male |
| \*Address | 4 Oak Tree Mount, Leeds  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | | |
| \*Post Code | LS9 6SH | | |
| \*Email | Azad\_negi346@yahoo.co.in | | |

|  |  |  |
| --- | --- | --- |
| Department | Kitchen | |
| Job Title | Head Chef | |
| \*Number of hours per week | | 40 |

|  |  |
| --- | --- |
| \*Start Date | 19/07/2021 |

|  |  |
| --- | --- |
| Payment Method | BACS |
| \*Salary  Pay Period | £30,000 per annum  *Per Annum* |
| \*Pay Frequency | Monthly |

*Other Information*

|  |  |  |
| --- | --- | --- |
| *\*Please specify working days & hours if different from Monday to Friday*  *\*Is this person a director, under 21 or on an apprenticeship scheme?* | | |
| *\**Contracted Hours Per Week   |  |  | | --- | --- | | 30 hours or more |  | | 24 hours or more, but less than 30 hours |  | | 16 hours or more, but less than 24 hours |  | | Less than 16 hours |  | | Irregular work pattern |  | | | |
| *\*This section to be completed and signed by employee* | | |
| \*Do you have a P45? Yes  No | | |
| \*Please select only 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 my new job, I have another job or receive a State or Occupational Pension. | | |
| \*National Insurance No | SN326380A | |
| **Student Loan**  For more guidance about repaying go to <http://www.gov.uk/repaying-your-student-loan>   1. **Do you have one of the Student Loan Plans described below which is not fully repaid?**   Yes  If Yes, go to question 2  No  If No, go to question 5   1. **Did you complete or leave your studies before 6th April?**   Yes  If Yes, go to question 3  No  If No, go to question 5   1. Are you repaying your Student Loan directly to the Student Loans Company by direct debit?   Yes  If Yes, go to question 5  No  If No, go to question 4   1. What type of Student Loan do you have?   Plan 1  Plan 2  Both  **Student Loan Plans**  You’ll have a Plan 1 Student Loan if:   * You lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate) * You lived in England or Wales and started your undergraduate course before 1 September 2012   You’ll have a Plan 2 Student Loan if:   * You lived in England or Wales and started your undergraduate course on or after 1 September 2012 * You loan is a Part Time Maintenance Loan * Your loan is an Advanced Learner Loan * Your loan is a Postgraduate Healthcare Loan | | **Postgraduate Loan**  For more guidance about funding and repaying go to [www.gov.uk/funding-for-postgraduate-study](http://www.gov.uk/funding-for-postgraduate-study)  For more guidance for employers go to [www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)   1. Do you have a Postgraduate Loan which is not fully repaid?   Yes  If Yes, go to question 6  No  If No, go to the Declaration  You will have a Postgraduate Loan if:   * You lived in England and started your Postgraduate Master’s course on or after 1 August 2016 * You lived in Wales and started your Postgraduate Master’s course on or after 1 August 2017 * You lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018  1. Did you complete or leave your Postgraduate studies before 6th April?   Yes  If Yes, go to question 7  No  If No, go to the Declaration   1. Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit?   Yes  No  Go to the declaration |
| Declaration  I confirm that the information I’ve given on this form is correct.  \*Signature: \*Full Name:  \*Date: | | |
| **Auto Enrolment**  **We will apply postponement for three months for eligible employees unless you advise us otherwise.** | | |

*Please return to your Payroll manager*