



Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous 3 tax years. Do not send this form to HMRC.

Instructions for employees

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. Fill in this form then give it to your employer. Do not send this form to HMRC.

Employee's personal details

<p>1 Last name</p> <div>ALAMINA</div> <p>2 First name(s)</p> <p>Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth</p> <div>14ALHA JOHN</div> <p>3 Are you male or female?</p> <p>Male <input checked="" type="checkbox"/> Female <input type="checkbox"/></p> <p>4 Date of birth DD MM YYYY</p> <div>05 11 1979</div>	<p>5 Home address</p> <div>55 RAMSDEN COURT MILFORD STREET</div> <p>Postcode HD1 3DY</p> <p>Country UNITED KINGDOM</p> <p>6 National Insurance number (if known)</p> <div>SR 44 25 34 C</div> <p>7 Employment start date DD MM YYYY</p> <div>19 03 2020</div>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Employee statement

- 8** You need to select only one of the following statements A, B or C
- A** ☐ This is my first job since 6 April and I've 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 6 April I've 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.

Please turn over >

Student Loan

For more guidance about repaying go to www.gov.uk/repaying-your-student-loan

9 Do you have one of the Student Loan Plans described below which is not fully repaid?

- Yes ☐ If Yes, go to question 10
No ☒ If No, go to question 13

10 Did you complete or leave your studies before 6th April?

- Yes ☐ If Yes, go to question 11
No ☐ If No, go to question 13

11 Are you repaying your Student Loan directly to the Student Loans Company by direct debit?

- Yes ☐ If Yes, go to question 13
No ☐ If No, go to question 12

12 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

- your loan is a Part Time Maintenance Loan
- your loan is an Advanced Learner Loan
- your loan is a Postgraduate Healthcare Loan

Declaration

I confirm that the information I've given on this form is correct.

Signature



Full name

ALANNA IYALAN JOHN

Date DD MM YYYY

18 03 2020

Postgraduate Loan

For more guidance about funding and repaying go to www.gov.uk/funding-for-postgraduate-study
For more guidance for employers go to www.gov.uk/guidance/special-rules-for-student-loans

13 Do you have a Postgraduate Loan which is not fully repaid?

- Yes ☐ If Yes, go to question 14
No ☒ If No, go to the Declaration

14 Did you complete or leave your Postgraduate studies before 6th April?

- Yes ☐ If Yes, go to question 15
No ☐ If No, go to the Declaration

15 Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit?

- Yes ☐
No ☐ Go to the Declaration

Study Group is legally required to verify that all staff are physically and mentally fit for the role they carry out. You are therefore required to complete this declaration of medical fitness to confirm that, to the best of your knowledge, you know of no reason, on grounds of mental or physical health, why you should not be able to discharge the responsibilities required by the role for which you have been made a conditional offer of employment.

If you feel unable to sign this declaration you must contact our Human Resources Department to discuss the matter further. Please email ukhr@studygroup.com to advise us that you need a further discussion on your Medical Declaration and we will arrange to contact you at an appropriate time.

A failure to complete this declaration truthfully may result in the termination of your employment or the withdrawal of an offer of employment.

The College will process personal data in accordance with its Data Protection Policy and Privacy Notices.

Declaration

I declare that, to the best of my knowledge, I am not aware of any reason on grounds of mental or physical health why I should not be able to discharge the responsibilities required by the role which I have been offered and that I have completed this declaration truthfully.

Signed: 

Name: ALAMINA YALLA JOHN
(Block Capitals)

Date: 13-03-2020

