



EMPLOYEE STARTING FORM (F1)

Surname:	Forename(s):	
Date of Birth:	Appointment:	
Starting date:	National Insurance No:	
Address:		
		Postcode:
Home Tel No:	Mobile Tel No:	

EMERGENCY CONTACT DETAILS

Name:	Relationship:
Address of Emergency Contact:	
Emergency Contact Tel No(s):	

BANK/BUILDING SOCIETY DETAILS

Bank Name and Address:	
Account Holder's Name:	
Sort Code:	Account No:

EMPLOYEE STATEMENT

*You need to select only **one** of the following statements A, B or C.*

- ☐ **A**—This is my first job since last 6 April and I have 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 6 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.

I have a student loan which is not fully repaid and I left a course of UK higher education before last 6 April and I received my first Student loan instalment on or after 1 September 1998. No ☐ Yes ☐
 Select 'No' if you are repaying your Student Loan direct to the Student Loans Company by agreed monthly payments

Employee's Signature:	Date:
Employee/Payroll Number:	

Accounts Department to Complete