



# NEW STARTER CHECKLIST

This form is to be completed only by external candidates that do not have a P45.

## 1. Employee's personal details

Last name or family name

First name(s)

Are you male or female?  Male  Female

Date of Birth eg dd mm yyyy

Home address

Address line 1

Address line 2

Address line 3

Address line 4

Postcode   
(if your address is in the UK)

National Insurance number

Employment start date eg dd mm yyyy

## 2. Employee statement

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 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 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.

**Please print your name and sign here after you have completed the form.**

Full name and signature

Date eg dd mm yyyy