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| **CASUAL NEW STARTER PAYROLL FORM** |
| This form should be passed to a member of the Human Resources section on your first day of service along with:   * Passport * P45 / New Starter Checklist * Copy of valid work permit (BRP)/visa (if applicable) |



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| PERSONAL DETAILS | | | | | | | | | | | |
| Surname | |  | | | | | First name(s) | | |  | |
| Title | |  | | | | | Date of Birth (DD/MM/YYYY) | | |  | |
| Preferred name in full | |  | | | | | | | | | |
| Correspondence  address | |  | | | | | Permanent  Address (If different) | | |  | |
|  | | | | | | |  | | | | |
|  | | | | | | |  | | | | |
| Post Code | |  | | | | | Post Code | | |  | |
| Home Tel no. | |  | | | | | Mobile Tel no. | | |  | |
| NI number | |  | | | | | E-Mail Address | | |  | |
| Are you a student worker? Y/N | | | | |  | | **Please note if you are a student worker, you cannot work more than 20 hours per week.** | | | | |
| Are you a Tier 4 visa holder? Y/N | | | | |  | | If yes, please provide your visa BRP number | | | |  |
| EMERGENCY CONTACT DETAILS - Please complete with 2 emergency contacts | | | | | | | | | | | |
| Name | |  | | | | | Name | | |  | |
| Relationship | |  | | | | | Relationship | | |  | |
| Address | |  | | | | | Address | | |  | |
|  | | | | | | |  | | | | |
|  | | | | | | |  | | | | |
| Tel No. | |  | | | | | Tel No. | | |  | |
| BANK DETAILS **– For future changes to your bank details, please email payrollteam@rvc.ac.uk** | | | | | | | | | | | |
| Name of Bank/Building Society | | | |  | | | | | | | |
| Address | | |  | | | | | | | | |
| Sort Code (6 digits) | | | / / | | | Bank Account Number (7/8 digits) | | | |  | |
| NEW POST DETAILS | | | | | | | | | | | |
| Job title |  | | | | | | | Start Date |  | | |

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| DECLARATION | | | |
| *I declare that to the best of my knowledge the information given above is correct. This information will be held in accordance with the Data Protection Act 2018 for the purposes of paying your salary or reimbursing any expenses legitimately incurred by you as an employee of the College. The processing of the data is necessary for the meeting of our legal obligations to you and for the performance of the contract between the college and its employees, including requirements for statutory and regulatory reporting.  You should ensure that your emergency contacts/ (next of kin) are made aware of any information you are providing to us and how their information will be used. Further information on how we use your personal data and your data rights can be found in the Staff Privacy Notice and the RVC Data Protection Policy.  If you still have any questions regarding your personal data, then please contact the College’s Data Protection Officer at* [*data@rvc.ac.uk*](mailto:data@rvc.ac.uk) | | | |
| Signature |  | Date |  |

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| FOR HR OFFICE USE ONLY | | | | | | | | | |
| Cost Code |  | | | Employee No | |  | ITrent position No | |  |
| HR Data Input |  | Date |  | | HR Data Input Checked by | |  | Date |  |
| Payroll Input |  | Date |  | | Payroll Data Input Checked by | |  | Date |  |

Other Notes: