



Temp Checklist

Employees Personal Details

Last name or family name

First Name(s)

Are you male or female?

Male

Female

Date of birth - dd/mm/yyyy

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Home Address Street 1

Home Address Street 2

Home Address Town

Home Address County

Home Address Postcode

National Insurance N^o

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Telephone N^o

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Email Address

Passport Nationality

Passport N^o

Name of Bank – HSBC, TSB, etc.

Account in Name of

Sort Code

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Account N^o

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Emergency Contact Name

Emergency Contact N^o

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Temp Checklist

Employment Details

Employment start date - dd/mm/yyyy

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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 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.

Student Loan Declaration

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.

Yes

No

Select 'No' if you are repaying your Student Loan direct to the Student Loans Company by agreed monthly payments.

Please sign and print your name to confirm the information provided is correct to the best of your knowledge.

Signature

Print Name

Date – dd/mm/yyyy

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