**NEW STAFF APPOINTMENT DETAILS**

On the date on which you commence employment please **sign, scan** and **email** this form to **salaries.office@qub.ac.uk** Failure to comply with these arrangements may result in a delay in the payment of your salary and other staff payments.

Please email salaries.office@qub.ac.uk if you have any queries.

|  |  |
| --- | --- |
| 1. **Full Name** (capital letters):
 | **..............................................................** |
| 1. **Effective Date of Appointment:**
 | **..............................................................** |
| 1. **Job Title:**
 | **..............................................................** |
| 1. **School/Department:**
 | **..............................................................** |
| 1. **Home Address:**
 | **..............................................................****..............................................................****Post Code: ...........................................** |
| 1. **National Insurance No.\*:**

 (and Certificate of Reduced Liability, if appropriate)  |  |  |
| 1. **Income Tax Form P45 Attached:**

**\*P45s are only issued to individuals who have previously worked in the UK, NB; P60s cannot be used in place of a P45** | Yes [ ]  No [ ]  |  |

8. **Date of Birth:** D D M M Y Y

9. **Details for payment of salary and other staff payments, UK or International are acceptable**:

|  |  |
| --- | --- |
| **Bank/Building Society Name:** | **..............................................................** |
| **Sort Code:** | **..............................................................** |
| **Account Number:****Building Society Roll No..****Account Name****IBAN / Account Number (International only)****SWIFT Code/ Routing number (International only)** | **..............................................................****……………………………………………****…………………………………………….****…………………………………………….****…………………………………………….** |

I confirm that this information is correct.

Signature: Date:

**Please complete BOTH sections of the form and sign the declaration below**

**Section 1**

 **Employee Statement**

**You need to select (tick) only one of the following statements A, B or C, if you do not have a P45 or the leaving date on your P45 is before last 6th April.**

|  |  |  |
| --- | --- | --- |
| **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, Occupational or Private 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, Occupational or Private Pension. |  |
|  |  |  |
| **C** **[ ]**  | As well as my new job, I have another job or receive a State, Occupational or Private Pension. |  |

**Section 2**

**Student Loan Declaration**

**Please read the following questions carefully and select (tick) the statement which applies to you.**

**Question 1:**

Have you left full-time education before the last 6th April?

Yes [ ]  (Go to Question 2) No [ ]  (Sign the declaration below)

**Question 2:**

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

Yes [ ]  (Go to Question 3) No [ ]  (Sign the declaration below)

**Question 3:**

Are you repaying your Student Loan direct to the Student Loan Company by agreed monthly payments?

Yes [ ]  (Sign the declaration below) No [ ]  (Go to Question 4)

**Question 4 – Student Loans:**

Please tick all that apply

|  |  |  |
| --- | --- | --- |
| Plan 1 | [ ]  | You will have a Plan 1 Student Loan if:* You lived in Northern Ireland when you started your course, or
* You lived in England or Wales and started your course before 1st September 2012
 |
| Plan 2 | [ ]  | You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1st September 2012. |
| Plan 4 | [ ]  | You will have a Plan 4 Student Loan if you lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course |
| PostgraduateLoan | [ ]  | You have a Postgraduate Loan if any of the following apply:* You lived in England and started your Postgraduate Master’s course on or after 1 August 2016
* You lived in Wales and started your Postgraduate Master’s course on or after 1 August 2017
* You lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018
 |

I confirm that this information is correct.

Signature: Date: