# AGH Solutions Limited

## New Starter Information

| | | | |
|---|---|---|---|
| Last name | | First name (s) | |
| Title: | Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other | National Insurance No | |
| Date of Birth | / / | Country of birth | |
| Marital Status | | Nationality | |
| Preferred personal name | | Do you have a disability? | Yes ☐ No ☐ |
| Contact number & email address | | Name of emergency contact: | |
| Home address & postcode | | Emergency contact address, postcode & contact number | |
| Ethnic origin | | | |
| Will you be continuing with any other employment? | Yes ☐ *Please complete form WT1*<br>No ☐ | If applicable:<br>Work permit no and expiry date | |
| Bank/Building Society | | Branch | |
| Bank Sort Code (6 digits) | - - | Bank Account No (8 digits) | |
| Building Society Account No | | | |
| I confirm I have received the NEST Pension Scheme Guide | | Yes ☐ | No ☐ |
| I CERTIFY THAT THE ABOVE PARTICULARS ARE CORRECT | | | |
| Employee's Signature | | Date | |

**HR use only**

| | | | | | | |
|---|---|---|---|---|---|---|
| Employee number | | | Start date | | | |
| Documents Attached: | P45/Starter Checklist/P38 ☐ | | Pension Join/SD502 ☐ | | WT1 ☐ | |
| Information verified? | DOB ☐ | Identity ☐ | Work Status ☐ | Prof Reg ☐ | Other quals ☐ | Verified by: |
| How verified? | | | | | | |
| Authorised officer | Name | | Signature | | Date | |
| Input By | | | Date | | | |
| Checked By | | | Date | | | |

HM Revenue & Customs

# Starter checklist

## Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous three tax years.
**Do not send this form to HM Revenue and Customs (HMRC).**

## Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer.
**Do not send this form to HMRC.**

## Employee's personal details

1 **Last name**

2 **First name(s)**
Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth

3 **Are you male or female?**

Male ☐ Female ☐

4 **Date of birth** DD MM YYYY

☐☐ ☐☐ ☐☐☐☐

5 **Home address**

Postcode

Country

6 **National Insurance number** (if known)

☐☐ ☐☐ ☐☐ ☐☐ ☐

7 **Employment start date** DD MM YYYY

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## Employee statement

8 **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.

**Please turn over ›**

## Student Loan

9 **Do you have a Student Loan which is not fully repaid?**

Yes ☐ If yes, go to question 10

No ☐ If no, go to question 12

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

Yes ☐ If yes, go to question 12

No ☐ If no, go to question 11

### Student Loan Plans

You will have a Plan 1 Student Loan if:

- You lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before September 2012

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

11 **What type of Student Loan do you have?**

Plan 1 ☐

Plan 2 ☐

12 **Did you finish your studies before the last 6 April?**

Yes ☐

No ☐

For further guidance about repaying Student Loans go to **www.gov.uk/new-employee/student-loans**

## Signature

**Name**

**Date** DD MM YYYY

# WORKING TIME DIRECTIVE

To ensure safety at work, the Law and the Trust requires that all employees have reasonable working hours with appropriate breaks and work free periods

## The weekly maximum working hours

Usually adult workers cannot be forced to work more than 48 hours a week on average - this is normally averaged over 17 weeks. You can work more than 48 hours in one week, as long as the average over 17 weeks is less than 48 hours per week.

Your working week is not covered by the working time limits if you have a job:

- In which your working time is not measured or can be determined by you (eg a Managing Executives with control over their own decisions)
- in the armed forces, emergency services and police - in some circumstances
- as a domestic servant in a private household
- certain categories of seafarers, sea-fishermen and workers on vessels on inland waterways

If you are a trainee doctor the 48-hour maximum working hours applies to you.

## Opting out of the 48 hour week

If you are 18 or over and wish to work more than 48 hours a week, you can choose to opt out of the 48 hour limit. This must be voluntary.

You should not be unfairly treated (for example refused promotion) and your contract should not be terminated for refusing to sign an opt-out.

You can cancel your opt-out agreement whenever you want - even if it is part of your employment contract. However, you must give your employer at least seven days notice. This could be longer (up to three months) if you previously agreed this in writing with your employer.

Your employer is not allowed to force you to cancel your opt-out agreement.

## Working in another post either within or outside the Trust

You are required to inform your manager if you are working elsewhere, either within or outside the Trust including any additional work via an agency, so that your total working hours can be assessed. Failure to do so may result in disciplinary action being taken.

If you wish to Opt-Out of the 48 hour week or are working in another post either within or outside the Trust please sign one or both the agreement(s) on the back of this page.

## Agreement(s)

### Working in another post either within or outside the Trust

**Full Name:** **……**

**Current Post:** **.....……**

**Hours Per Week:** **……**

In addition to the above post I am currently undertaking another/job/jobs as shown below

| **Employer: (Full name)** | **Job title:** | **Hours per week:** |
|---|---|---|

Signed…….. Date……..

### Opting out of the 48 hour week

I agree that I may work for more than an average of 48 hours a week. If I change my mind, I will give my employer a minimum of 7 days and up to three month's notice in writing to end this agreement.

Signed…….....Dated…….....