**PCC/PARISH NAME**

**EMPLOYMENT DETAILS FORM – NEW STAFF**

This form needs to be completed and returned to the [NAME OF ADMINISTRATOR] along with any other supporting documents either before or on your first day of employment with us.

1. **PERSONAL DETAILS**

First Name(s) : Known as :

Title & Surname :

Address : \_

Home Tel No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Tel No :

Birth Date : Date of Joining :

Dept/Location :

Job Title :

Dates of birth of any dependants under the age of 18 years :

Have you taken Parental Leave with any previous employer? **YES/NO**

If **YES**, please state dates and total number of weeks taken:

National Insurance Number :

Tax Form P45 (please tick)

Attached To follow None

If you do not have a P45, please complete the HMRC New Starter form.

1. **BANK DETAILS**

Account Name :

Account Number :

Sort Code :

Name of Bank/Building Society :

Address of Bank/Building Society :

Post Code

Building Society Roll Number (if applicable) :

1. **MEDICAL HISTORY**

Do you consider yourself to have a disability as defined under the Equality Act 2010?

**YES/NO**

If **YES**, please give details:

Are there any adjustments to your working arrangements that we would need to make in order to accommodate your health? **YES/NO**

If **YES**, please give details:

1. **EMERGENCY CONTACTS**

(In the event of illness or accident at work, whom would you want us to contact?)

Surname : First Name:

Address :

Telephone Numbers : Daytime Evening

Relationship (e.g. Spouse, Partner, Parent) :

GP’s Name and Address:

Name :

Surgery Address :

Telephone Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **DRIVING LICENCE DETAILS**

Date issued : Type: Licence Class :

e.g. full, HGV e.g. car, motorcycle

Number of current penalty points :

Note: If you are required to drive any vehicle on behalf of the Diocese we will require a copy of your driving licence for insurance purposes, and hereafter further copies from time to time, together with any details of driving offences and accidents in the last 5 years.

You will also need to ensure that you have the relevant car insurance cover that allows you to use your car for work related business, and provide a copy of your car insurance policy to HR. The diocese does not make payments for accidents incurred on work related business, so you must ensure that you have the relevant cover.

1. **IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

In order to comply with legislation introduced with effect from 29th February 2008, we need to see and copy one of the following original documents when you start your employment with us. Please tick which one of them from either List A or B you will bring with you on your first day of employment. The document(s) will be copied and then returned to you. **Please be advised that unless you provide the stated document on or before your first day of employment with us, your employment will not start until such time as you are able to provide the necessary evidence verifying that we can legally employ you.**

**LIST A DOCUMENTS**

* A passport showing you are a British Citizen or a citizen of the UK and Colonies with a right of abode in the UK.
* A passport or national identity card showing that you are a national of the European Economic Area (EEA) or Switzerland.
* A residence permit, registration certificate or document certifying permanent residence issued by the Home Office (HO) or the Border and Immigration Agency (BIA) to you as a national of an EEA country or Switzerland.
* A permanent residence card issued by the HO or BIA to you as a family member of a national of an EEA country or Switzerland.
* A Biometric Immigration Document issued to you indicating that you are allowed to stay indefinitely in the UK, or that you have no time limit on your stay in the UK.   
  + - **If you produce one of the following list A documents it must be in conjunction with an official document issued by a Government Agency or previous employer showing your National Insurance number and name. This could be a P45, P60 or National Insurance Card. Please note that any number beginning TN or any number ending in a letter from E to Z would be an invalid National Insurance number.**
* An Immigration status document issued to you by the HO or BIA with an endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK.
* A full birth certificate issued in the UK including the name(s) of at least one of your parents
* A full adoption certificate issued in the UK including the name(s) of at least one of your adoptive parents.
* A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
* An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
* A certificate of registration or naturalisation as a British citizen.
* A letter issued to you by the HO or BIA indicating that you are allowed to stay indefinitely in the UK.

**If you have ticked one of the above list A boxes please complete the declaration at Section 9 and ignore the rest of this section.**

If you cannot produce one of the above list A documents then you must produce one of the following list B documents. Please tick which document you will be providing.

**LIST B DOCUMENTS**

* A passport or travel document endorsed to show that you are allowed to stay in the United Kingdom and are allowed to do the type of work in question, provided that it does not require the issue of a work permit.
* A Biometric Immigration Document issued to you by the BIA which indicates that you can stay in the United Kingdom and are allowed to do the work in question.
* A work permit or other approval to take employment issued by the HO or the BIA  **in combination with** either a passport or another travel document endorsed to show that you are allowed to stay in the United Kingdom and are allowed to do the work in question, or a letter issued by the HO or the BIA to you confirming these points.
* A certificate of application issued by the HO or the BIA to or for a family member of a national of a European Economic Area country or Switzerland stating that you are permitted to take employment which is less than 6 months old **in combination with** evidence of verification by the BIA Employer Checking Service.
* A residence card or document issued to you by the HO or the BIA as a family member of a national of a European Economic Area country or Switzerland.
* An Application Registration Card issued by the HO or the BIA stating that you are permitted to take employment, **in combination with** evidence of verification by the BIA Employer Checking Service.
* An Immigration Status Document issued to you by the HO or the BIA with an endorsement indicating that you can stay in the United Kingdom, and are allowed to do the type of work in question**, in combination with** an official document giving your permanent NI number and your name issued by a Government agency or a previous employer.This could be a P45, P60 or NI Card. Please note that any number beginning TN or any number ending in a letter from E to Z would be an invalid NI number.
* A letter issued to you by the HO or the BIA indicating that you can stay in the UK and that you are allowed to do the work in question **in combination with** an official document giving your permanent NI number and your name issued by a Government agency or a previous employer.

**Please note that if you provide a document from list B, this indicates that you only have limited leave to be in the UK and a similar check will have to be repeated at least annually until you can provide a document, or documents, indicating that you can remain permanently in the UK from list A, or until you leave our employment.**

1. **DECLARATION**

I declare that to the best of my knowledge and belief, the above answers are true. I realise that deliberately false statements or omissions of detail may render me liable to the Disciplinary Procedure, which, after investigation, may include dismissal.

I understand and agree that PCC/PARISH NAME is permitted to hold personal information about me as part of its personnel and other business records and may use such information in the course of it’s business. I agree that PCC/PARISH NAME may disclose such information to third parties, in the event that such disclosure is, in the PCC/PARISH NAME view, required for the proper conduct of the PCC/PARISH NAME business. This clause applies to information held, used or disclosed in any medium.

Signature : Date: