

Mackenzies New Starter Form



Company Name

Employee Details

Your Full Name

Status

Single / Married / Widowed / Civil Partner / Divorced / Separated / Other

National Insurance Number

Address

Date of Birth

Email Address

Previous Employment and Tax Position

Statement A

This is my first job since last 6 April and I have not been receiving Jobseeker's Allowance, Employment and Support Allowance or Incapacity Benefit or a state or occupational pension

Statement B

This is now my only job, but since last 6 April I have had another job, or have received Jobseekers Allowance, Employment and Support Allowance or Incapacity Benefit. I do not receive a state or occupational pension

Statement C

I have another job or receive a state or occupational pension

Statement D

Student Loans (advanced in the UK)
If you have left a course of UK Higher Education before last 6 April and received your first UK Student Loan installment on or after 1st September 1998 and you have not fully repaid your Student Loan please also select box D

Employment Details

Start Date

Job Title

Department

Hours Worked Per Week

Starting Salary / Pay Rates

Holiday Entitlement Per Year

Directors Signature
