

# New Starter



## Form

Please refer to the fair processing notice which accompanies this form, which sets out how and why Greencore uses personal data about our colleagues.

### YOUR PERSONAL DETAILS

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other		
Name:	Forename	Middle name(s)	Preferred name
	Surname	Previous name(s)	
Address:	House Number / Name		Street
	Town	Postcode	County
Date of Birth:			
Email address:			
Contact Numbers:	Home Phone Number		Mobile Number
Emergency Contact Details:	Name	Relationship	Contact Number
Which gender do you identify with?			
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="text"/> If other, please specify <input type="checkbox"/> Prefer not to say			
Please tick ONE option below that best describes your sexual orientation:			
<input type="checkbox"/> Heterosexual/Straight <input type="checkbox"/> Gay/Lesbian <input type="checkbox"/> Bisexual <input type="checkbox"/> Other LGBTQ+ communities			
<input type="text"/> If other, please specify <input type="checkbox"/> Prefer not to say			
Do you consider yourself to be limited by a physical or mental condition (this may include a disability)?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say			
Please tick ONE option that defines your religious beliefs:			
<input type="checkbox"/> No Religion <input type="checkbox"/> Sikh <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim			
<input type="checkbox"/> Christian (including CoE, Catholic, Protestant and other denominations) <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other			
<input type="text"/> If other, please specify			

## Form

### YOUR ETHNIC ORIGIN & NATIONALITY

Please tick ONE option below that best describes your ethnic group or background:

White	<input type="checkbox"/> British – English / Welsh / Scottish / Northern Irish <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy (Irish Traveller)	If other, please specify
Asian / Asian British:	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese	If other, please specify
Black / African / Caribbean / Black British:	<input type="checkbox"/> African <input type="checkbox"/> Caribbean	If other, please specify
Mixed/Multiple Ethnic Groups:	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian	If other, please specify
Other Ethnic Group:	<input type="checkbox"/> Arab	If other, please specify

We have a diverse workforce here at Greencore, and have provided here the 10 most common nationalities for our colleagues, but recognise there are many more, if your nationality is not listed, please list in Other and we will be sure to capture on your record.

What is your nationality?					
<input type="checkbox"/> British	<input type="checkbox"/> Polish	<input type="checkbox"/> Romanian	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Portuguese	If other, please specify
<input type="checkbox"/> Slovak	<input type="checkbox"/> Latvian	<input type="checkbox"/> Indian	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Bulgarian	

### IDENTIFICATION DETAILS

NI / PPS Number (eg: AA123456B):	
Passport Number:	
Issuing Country:	
Visa Details: (If applicable)	
Expiry date:	

### BANK DETAILS

Bank / Building Society Name:	
Account Holder Name (as appears on the account):	
Sort Code / BIC:	
Account Number / IBAN:	
Building Society Roll No:	

## WORK STATUS – HMRC CHECK LIST

Please tick the statement below that relates to your current work status

### Employment

<b>A.</b> This is my first job since last 6th April and I have not been receiving taxable Jobseekers Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.	<input type="checkbox"/>
<b>B.</b> Since last 6th 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.	<input type="checkbox"/>
<b>C.</b> As well as my new job, I have another job or receive a State or Occupational Pension.	<input type="checkbox"/>

### Student Loans

Do you have a Student Loan which is not fully repaid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you paying the student loan direct to the student loans company by agreed monthly instalments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What type of plan do you have? <b>Plan 1</b> – You lived in Scotland or Northern Ireland when you started your course, or you lived in England or Wales and started your course before 1 September 2012 <b>Plan 2</b> – You lived in England or Wales and started your course on or after 1 September 2012 <b>Plan 4</b> – You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course	<input type="checkbox"/> Plan 1 <input type="checkbox"/> Plan 2 <input type="checkbox"/> Plan 4

### Postgraduate Loan (England & Wales only)

You lived in England and started your Postgraduate Master's course on or after 1 August 2016	<input type="checkbox"/>
You lived in Wales and started your Postgraduate Master's course on or after 1 August 2017	<input type="checkbox"/>
You lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018	<input type="checkbox"/>

Colleague Signature:	
Date:	