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| bromgr | | | **NEW EMPLOYEE PERSONAL DETAILS**  **– NON-TEACHING STAFF** | | | | |
|  | **Failure to fully complete this form may result in non-payment of your salary. Please complete and print clearly.**  **(When completed this form must be emailed or scanned to HR.BusinessServices@bromley.gov.uk)** | | | | | | |  |
|  | Surname: | Click here to enter text. | | Forenames: | Click here to enter text. | Title: | Click here to enter text. |  |
|  |  |  | |  |  |  |  |  |
|  | Date of Birth: | Click here to enter a date. | | NI Number: | Click here to enter text. | Tel: | Click here to enter text. |  |
|  |  |  | | | | | |  |
|  | Home Address: | Click here to enter text. | | | | | |  |
|  |  |  | | | | | |  |
|  | Email address: | Click here to enter text. | | | | | |  |

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|  | **Bank or Building Society Details**:  Your salary will be paid in arrears by credit transfer to a Bank or Building Society account. Please ensure that you give all the details required by your Bank/Building Society in order that credits will be accepted. Failure to do so could result in payment being made by cheque. | |  |
|  | Name and Address of Bank or Building Society: | Click here to enter text. |  |
|  | Bank or Building Society Sort Code (Six Digits): |  |  |
|  | Bank or Building Society Account Number(Eight Digits): | Click here to enter text. |  |
|  | Building Society Roll Number (if required): | Click here to enter text. |  |
|  | **National Insurance:**  If you are over state pension age you will be exempt from National Insurance Contributions. Please select **one** of the following to prove you have reached state Pension Age   * My Certificate of Age Exception(if you have one) is: Attached  To follow * Birth Certificate copy is: Attached  To follow * Passport copy is : Attached  To follow   Q1. Were you a member of the UK Regular Armed Forces? (Veteran) Yes (go to Q2)  No  Q2. Q2. Please confirm your first date of civilian employment.  Q3. Are you employed as an Apprentice under the age of 25? Yes  No  If you are woman married before 1979, who made an election to pay the lower married woman’s contributions and still has the right to do so, you must forward the Certificate of Election.  My Certificate of Election is: Attached  To follow | |  |
|  | **P45:**  My P45 Parts 2 and 3 is: Attached  To follow  Not available  **Employee statement**  Please select **one** of the following statements that applies to you and tick the appropriate box:  **Statement 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.  **Statement 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  **Statement C**  As well as my new job, I have another job or receive a State or Occupational Pension. | |  |

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|  | **Student Loan and Postgraduate Loan:**  Tell us if any of the following statements apply to you:  • you do not have any Student or Postgraduate Loans  • you’re still studying full-time on a course that your Student Loan relates to  • you completed or left your full-time course after the start of the current tax year, which started on  6 April  • you’re already making regular direct debit repayments from your bank, as agreed with the Student Loans Company  If No, tick this box and go to question  If Yes, tick this box and go straight to the Declaration  **Student Loan Plans**  **You have Plan 1** if any of the following apply:   * you lived in Northern Ireland when you started your course * you lived in England or Wales and started your course before 1 September 2012   **You have a Plan 2 if:**   * You lived in England or Wales and started your course on or after 1 September 2012.   **You have a Plan 4 if:**   * You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.   **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   **To avoid repaying more than you need to, tick the correct Student Loans that you have - use the guidance ABOVE to help you. Please tick all that apply**  Plan 1  Plan 2  Plan 4  Postgraduate Loan (England and Wales only) |  |
|  | **Declaration**  I confirm that the information I’ve given on this form is correct.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of  Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| **Local Government Pension Scheme:**  You will be automatically entered into the Local Government Scheme (LGPS) unless you opt out.  Please ensure that, if attached, the document regarding LGPS is completed and returned to the Liberata Pensions Team, address to be found at the bottom of Section 4 of the Pension Membership Form. |