



CITY SUPPORT
Promoting Independence and Wellbeing

NEW EMPLOYEE FORM

| | |
|-------------------------------|--|
| Company/Employer Name: | |
|-------------------------------|--|

| | | | |
|-------------------|-----------------|--|--|
| Title | | | |
| First name | | | |
| Surname | | | |
| Address | | | |
| | Postcode | | |

| | | | |
|-----------------------|--|----------------------|--|
| Male/Female | | Date of Birth | |
| Marital Status | | NI Number | |
| Starting date | | Nationality | |

| | | | | | | | |
|------------------------------------|-----------------|------------|------------|------------------------|------------|------------|------------|
| Job Title | | | | | | | |
| Usual days worked per week | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | | | | |
| Do you have a Student Loan: | Yes / No | | | Plan 1 / Plan 2 | | | |

| | | |
|---|----------------------|-----------------|
| Which statement below applies to you? | | |
| 1. This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension. | | |
| 2. This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension. | | |
| | <i>ATTACHED P45?</i> | <i>Yes / No</i> |
| 3. I have another job or receive a state or occupational pension. | | |