



# New Starter Personal Details Form - Confidential

## Help us to get you paid correctly and quickly

You must complete all sections of this form for us to carry out the required pre-employment checks and ensure you are paid correctly and on time. **Forms that are incomplete or that are submitted using a different email address to either the one you used to apply for the role, or your new National Trust email address, will be returned to you which may result in a delay in us paying you.**

Please email the form back as an attachment (**not as a link** as we do not receive them) as soon as possible. If you have any questions please call the People Service Centre on 0370 240 0274.

### 1a. PERSONAL DETAILS

<b>Full Name*</b> <i>(This should reflect your official name that you are known by to the HMRC)</i>	
<b>Preferred name</b> <i>(If already created, your NT email address will change to reflect this and may impact access to previously completed eLearning)</i>	
<b>Legal Gender*</b> <i>(As stated on your Birth Certificate or, if later changed, on your Gender Recognition Certificate)</i>	<input type="checkbox"/> Male <input type="checkbox"/> Female

<b>Personal contact number*</b>	
<b>Address*</b>	
<b>Address line 2</b>	
<b>Town*</b>	
<b>County*</b>	
<b>Post code*</b>	

<b>National Insurance number*</b>									
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<b>Nationality*</b>	
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<b>Date of Birth*</b> <i>(dd mm yyyy)</i>		/		/	
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### 1b. BANK OR BUILDING SOCIETY DETAILS

<b>Sort code*</b> <i>(e.g. 01 02 03)</i>		-		-	
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<b>Bank name*</b>	
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<b>Account number*</b>								
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<b>Account name*</b>	
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<b>Building society acct / roll number#</b>	
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\*Mandatory fields throughout the form

#Mandatory if your account is a Building Society Account

## 2. NEW STARTER TAX DECLARATION

We want to ensure your tax details are correct as soon as you start working with us, so please advise us of your current tax status.

<b>Job title*</b>	
<b>Name of NT property / location*</b>	
<b>Start date* (dd mm yyyy)</b>	/ /
<b>Manager's name*</b>	

Statement	Description	Tick one box only
Statement A	This is my first job since last 6 April and <b>I have not</b> been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension	
Statement B	This is now my only job, but since last 6 April <b>I have</b> had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or Incapacity Benefit. I do not receive a state or occupational pension	
Statement C	I currently have another job or receive a state or occupational pension	

Student / Postgraduate loan questions – please follow the instructions below (if no selection is made you will be recorded as not having a student loan)		Tick boxes as required from each section
1	Do you have a Student and/or Postgraduate Loan which is <b>not</b> fully repaid? (If <b>yes</b> , go to question 2, if <b>no</b> , go to question 4)	Yes No
2	Are you repaying your Student and/or Postgraduate Loan direct to the Student Loans Company by agreed monthly payments? (If <b>yes</b> , go to number 4, if <b>no</b> , go to number 3)	Yes No
3	What type of Student Loan do you have? <b>Student loan Plan 1</b> <b>Student loan Plan 2</b> <b>Student loan Plan 4</b> <b>Student loan Plan 5</b> <b>Postgraduate loan</b>	<input type="checkbox"/> Plan 1 Plan 2 Plan 4 Plan 5 PG loan
4	Did you finish your studies before the last 6 April?	Yes No

**\*Plan 1** You applied to Student Finance England or Student Finance Wales and started your course before 1 September 2012 or you applied to Student Finance Northern Ireland.

**\*Plan 2** You applied to Student Finance England and started your course before 1 September 2012 and 31 July 2023 or you applied to Student Finance Wales and your course started on or after 1 September 2012.

**\*Plan 4** You applied to Student Awards Agency Scotland

**\*Plan 5** You applied to Student Finance England and started your course after 1 August 2023

**\*Postgraduate** You applied to Student Finance England or Student Finance Wales and are studying postgraduate masters or doctoral course.

### 3. HEALTH ASSESSMENT QUESTIONNAIRE

This questionnaire will help us to determine if you have any health issues that could affect your ability to do your job effectively, or that could place you or others at any risk in the workplace.

It will also help us to identify what, if any, adjustments we need to make to your work or the workplace to help you carry out your duties effectively.

<b>Full Name*</b>					
<b>Please answer the following questions*:</b>					
1	Do you believe that you will need any adjustments to your work or workplace to enable you to carry out your duties effectively?  <i>(The Trust has a legal obligation to make reasonable workplace adjustments to remove, reduce or prevent the obstacles a disabled worker or job applicant might otherwise face).</i>	Yes	No		
2	If relevant to your role, do you have a condition or symptoms that may affect your ability to use: a) power tools (e.g. numbness, tingling, throbbing, swelling or pain in the hands or fingers, redness or whiteness of the fingers, loss of strength and dexterity in the arms) or,  b) work in or around food preparation (e.g. allergies, rashes, dry, cracked or scaly skin, general itching).	Yes	No	N/A	
3	Do you have any other health issues that you believe might impact your ability to maintain satisfactory attendance and/or carry out the duties outlined in your role profile?	Yes	No		

#### RETURNING EMPLOYEES ONLY

4	What date were you last employed with the National Trust?		/		/	
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#### What happens next?

If you answered yes to questions 1 or 2 above we will send you a more detailed form for you to complete and send directly to our occupational health providers. As a result you may be required to attend an appointment with one of their clinicians.

If you answered yes to question 3 either your manager or a member of the People Team will contact you to discuss your requirements further.

If you are an employee with health issues that the Trust has been made aware of previously we will not seek additional information unless the requirements of your new role are different.

## 4. REFERENCE AND CRIMINAL RECORD DETAILS

### 4a. REFERENCE

Please supply the details of a suitable person or department authorised to provide a reference. All fields on this page are to be fully completed, even if your previous employer was the National Trust. By providing this information you consent to the National Trust contacting the organisation / individual stated below.

**Current or most recent employer (including volunteer work) -** If this is your first job, please provide details of your school, college or university:

Contact name*	
Business name*	
Address*	
Address line 2	
Town*	
County*	
Post code*	
Contact phone number*	
Email address*	

The information you provide on this form will be held securely in accordance with UK data protection legislation and only used for the purposes indicated. If you have any questions about your rights in relation to this data, please contact the People Service Centre on 0370 240 0274.

### 4b. CRIMINAL RECORDS

Please confirm if you have any criminal convictions you have that are not 'spent'.

Do you have any criminal convictions that are not 'spent'*	Yes	No
If 'Yes' please provide details including the date and nature of the conviction*		
If 'No' please enter 'N/A'		

## 5. NEW STARTER DECLARATION AND ACCEPTANCE OF EMPLOYMENT CONTRACT

### **\*\*PLEASE READ THIS STATEMENT CAREFULLY BEFORE SUBMITTING THIS FORM\*\***

I declare that the information I have provided is true to the best of my knowledge. I accept that should it be found that I have not disclosed or provided misleading or false information I will be subject to disciplinary proceedings which may lead to dismissal.

I acknowledge that the information I have been asked to provide is necessary for the processing of my employment contract and to meet any legal requirements such as tax and immigration laws. Consequently elements may be shared with authorised third parties such as HMRC or other statutory bodies.

By providing this form, I am confirming my commitment to commence employment with the National Trust, on the date agreed with my new line manager and my consent to obtain a reference from the referee specified on page 4.

<b>Name in Full*</b>	
<b>Email address*</b>	

<b>Date* (dd mm yyyy)</b>		/		/	
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Please choose **one method** to send your form to us from the following options:

1. Submit your form electronically using the button below. Acrobat Reader software is required if you want to submit this form electronically and is **free** to download from the [Adobe website](#).

Once you have clicked submit, a pop up email window will appear. If this has not happened, your computer may not be compatible with this form and one of the other options below may be more suitable for you.

**Click here to submit**

2. Email the form (**as an attachment not a link**) to [recruitmentenquiries@nationaltrust.org.uk](mailto:recruitmentenquiries@nationaltrust.org.uk) stating 'New starter form – your name and start date' in the subject title.

***We will confirm receipt of electronically submitted or an emailed form within 3 days. If you do not receive confirmation of receipt, please check your junk mail or contact the People Service Centre on 0370 240 0274.***

If you experience technical difficulties submitting the form via one of the above options, you can post a signed hard copy to People Service Centre, National Trust, Heelis, Kemble Drive, Swindon, Wilts, SN2 2NA (ensuring correct postage is used).

**Please be aware that this is the least secure and slowest option for your personal data to reach us. Unsigned hard copy forms will not be accepted.**

<b>Signature</b>	Not required if submitting electronically
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