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**New Starter Pack for Fixed Term Hourly Paid Academic Staff**

**(only for those who have not worked at St Mary’s previously)**

**Enclosed for completion:**

Section 1. Bank Details

Section 2. HMRC Starter Checklist

Section 3. HESA details

**Instructions:**

1. **Complete** **your** [**online application**](https://ce0230li.webitrent.com/ce0230li_webrecruitment/wrd/run/etrec179gf.open?WVID=47318631mC&LANG=USA&VACANCY_ID=2051084Myr)

**Please complete your online application before submitting this starter pack. You can access the online application on our Recruitment Portal via this link:**

<https://ce0230li.webitrent.com/ce0230li_webrecruitment/wrd/run/etrec179gf.open?WVID=47318631mC&LANG=USA&VACANCY_ID=2051084Myr>

1. **Complete the forms in this starter pack** and return to HR via the [hpahelpdesk@stmarys.ac.uk](file:///C:\Users\20398\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\92AN9TDG\hpahelpdesk@stmarys.ac.uk). The attached documents are required for payroll purposes. **Your contract will only be sent to you once your online application and the attached payroll documents have been returned to HR.**
2. Scan through copies of your right to work to your Line Manager/ Faculty administrator.

**Please note:** due to UK immigration rules, a contract for the work you have been offered cannot be issued nor can work commence or payment be made until your original ‘right to work’ documentation has been seen and verified. This also applies to individuals who have recently or previously worked for the University under a separate contract or break in service.

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**Section 1.**

**BANK DETAILS**

If you have already provided bank details and your details have not changed, please tick this box  and proceed to section 2.

**Name**

**Mr/Dr/Mrs/Ms/Miss/Other**

**Date of Birth**

**Job Title**

**Start date of Employment**

**Name of Bank/Building Society**

**Branch**

**Address**

**Bank/Building Society Sort Code**

**Bank/Building Society Account No**

***(8-digit number)***

**I hereby authorise St Mary’s University to pay my salary into my Bank/Building Society Account**

**Signed Dated**

**Section 2 – HMRC Starter Checklist**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Instructions for employers**  This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous three tax years.  **Do not send this form to HM Revenue and Customs (HMRC)**. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Instructions for employees**  As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer.  It’s important that you choose the correct statement. If you do not choose the correct statement you may pay too much  or too little tax. For help filling in this form watch the short youtube video, go to www.youtube.com/hmrcgovuk  **Do not send this form to HMRC**. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Employee’s personal details** | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | |
| **1** |  | **Last name** | | | | | | | | | | | |  | **5** |  | **Home address** (including post code) | | | | | | | | | | | | | | | | | |
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| **2** |  | **First name(s)** | | | | | | | | | | | |  |  |  |  | | | | | | | | | | | | | | | | | |
|  |  | Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth | | | | | | | | | | | |  |  |  |  | | | | | | | | | | | | | | | | | |
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| **3** |  | **Are you male or female?** | | | | | | | | | | | |  | **6** |  | **National Insurance number (if known)** | | | | | | | | | | | | | | | | | |
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|  |  | Male | |  | | Female | | | |  | | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  |  | |
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| **4** |  | **Date of birth** DD MM YYYY | | | | | | | | | | | |  | **7** |  | **Employment start date** DD MM YYYY | | | | | | | | | | | | | | | | | |
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| **Employee statement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **8** | **Choose the statement that applies to you, either A, B or C, and tick the appropriate box.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  |  |  | | --- | --- | --- | | **Statement A** | **Statement B** | **Statement C** | | Do not choose this statement if you’re in receipt of a State, Works or Private Pension.  Choose this statement if the following applies.  This is my first job since 6 April and since the 6 April I’ve not received payments from any of the following:   * Jobseeker’s Allowance * Employment and Support Allowance * Incapacity Benefit | Do not choose this statement if you’re in receipt of a State, Works or Private Pension.  Choose this statement if the following applies.  Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following:   * Jobseeker’s Allowance * Employment and Support Allowance * Incapacity Benefit | Choose this statement if:   * you have another job and/or * you’re in receipt of a State, Works or Private Pension | | Statement A applies to me | Statement B applies to me | Statement C applies to me | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Student Loan** For more guidance about repaying, go to www.gov.uk/repaying-your-student-loan

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| **9** | **Do you have one of the Student Loan Plans described below which is not fully repaid?** | | | | | |
|  | Yes |  | If yes, go to question 10 | No |  | If no, go to question 13 |

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| **10** | **Did you complete or leave your studies before 6th April?** | | | | | |
|  | Yes |  | If yes, go to question 11 | No |  | If no, go to question 13 |

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| **11** | **Are you repaying your Student Loan directly to the Student Loans Company by direct debit?** | | | | | |
|  | Yes |  | If yes, go to question 13 | No |  | If no, go to question 12 |

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| **12** | **What type of Student Loan do you have?** | | | | | |
|  | Plan 1 |  | Plan 2 |  | Both |  |

**Student Loan Plans**

|  |  |
| --- | --- |
| You’ll have a Plan 1 Student Loan if:   * you lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate) * you lived in England or Wales and started your undergraduate course before 1 September 2012 | You’ll have a Plan 2 Student Loan if:   * you lived in England or Wales and started your undergraduate course on or after 1 September 2012 * your loan is a Part Time Maintenance Loan * your loan is an Advanced Learner Loan * your loan is a Postgraduate Healthcare Loan |

**Postgraduate Loan**

For more guidance about funding and repaying go to [www.gov.uk/funding-for-postgraduate-study](http://www.gov.uk/funding-for-postgraduate-study)

For more guidance for employers go to [www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)

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| **13** | **What type of student loan do you have?** | | |
|  | Yes |  | If Yes, go to question 14 |
|  | No |  | If No, go to the Declaration |

You’ll have a Postgraduate Loan if:

* 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

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| **14** | **Did you complete or leave your Postgraduate studies before 6th April?** | | |
|  | Yes |  | If Yes, go to question 15 |
|  | No |  | If No, go to the Declaration |

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| **15** | **Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit?** | | |
|  | Yes |  | If Yes, go to question 14 |
|  | No |  | If No, go to the Declaration |

For further guidance about repaying Student Loans go to [**www.gov.uk/new-employee/student-loans**](http://www.gov.uk/new-employee/student-loans)

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| **Electronic Signature** |  | **Name** |
|  |  |  |
|  | **Date** DD MM YYYY |
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By typing your name above, you are confirming this is a true and accurate record

**Section 3. HESA Questionnaire – Regulatory Requirement**

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| **Employment History** | | | | |
| What was your previous employment before St Mary’s?(i.e. another university, student, private sector, etc) | | |  | |
| Have you worked at another University within the UK? | | |  | **No** |
| If yes please name: | N/A | | | |
| Dates employed at previous university (if know): | | N/A | | |

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| **Qualifications** - What is the highest qualification you hold and in what subject or discipline? | | | |
| 'A' level, Scottish Higher or equivalent |  | PGCE/PGCHE |  |
| Degree (i.e. BA, BSc, BEd) |  | PhD |  |
| Degree with Qualified Teacher Status (QTS) |  | Postgraduate qualification (including professional) |  |
| GCSE/'O'level or equivalent |  | Undergraduate qualification (including professional) |  |
| HND/HNC |  | No qualifications |  |
| Masters (MA, MSc etc) |  | Other (Please state): | |

|  |  |
| --- | --- |
| **Subject or Discipline** | |
| Subject or discipline of qualification? |  |

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| **Academic Teaching Qualifications** - What is your highest academic teaching qualification? | | | |
| PGCE in higher education, secondary education, further education, life long learning or any other equivalent UK qualification |  | Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework |  |
| HEA - Associate Fellow |  | Accredited as a teacher of their subject by a professional UK body |  |
| HEA - Fellow |  | Other UK accreditation or qualification in teaching in the higher education sector |  |
| HEA - Senior Fellow |  | Overseas accreditation or qualification for any level of teaching |  |
| HEA - Principal Fellow |  | Not known |  |
| National Teaching Fellowship Scheme Individual Award |  | No academic teaching qualification | **YES** |