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# Intern Starter Pack

**Enclosed for completion:**

Section 1. Personal Details

Section 2. Bank Details

Section 3. Equal Opportunities Monitoring

Section 4. HMRC Starter Checklist

**Instructions:**

1. Please **complete this starter pack** and return within 5 days (or as specified). Sections 1, 2 and 4 are required for payroll purposes.
2. Your contract will only be sent to you once these documents have been returned.

**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.

**Data Protection:**

Details of how we collect and use your personal information are given in the University’s Privacy Statements here: <https://www.stmarys.ac.uk/jobs/overview.aspx>

# Section 1. Personal Details

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

1. **Personal Details**

First name: <Click or tap here to enter text.>

Surname: <Click or tap here to enter text.>

Middle name(s): <Click or tap here to enter text.>

Title: <Click or tap here to enter text.>

Address Line 1:  <Click or tap here to enter text.>

Address Line 2: <Click or tap here to enter text.>

Address Line 3: <Click or tap here to enter text.>

Postcode: <Click or tap here to enter text.>

Country: <Click or tap here to enter text.>

Phone: (mobile) <Click or tap here to enter text.>

Phone: (work) <Click or tap here to enter text.>

Email: (private) <Click or tap here to enter text.>

Email: (work) <Click or tap here to enter text.>

1. **Emergency Contact – person notified in the event of an emergency**

**First name:**  **<**Click or tap here to enter text.>

**Surname:** **<**Click or tap here to enter text.>

**Relationship (e.g. partner, friend)** **<**Click or tap here to enter text.>

**Title:** **<**Click or tap here to enter text.>

**Address Line 1 (if different to above): <**Click or tap here to enter text.>

**Address Line 2: <**Click or tap here to enter text.>

**Address Line 3: <**Click or tap here to enter text.>

**Postcode: <**Click or tap here to enter text.>

**Country: <**Click or tap here to enter text.>

**Phone: (mobile)** **<**Click or tap here to enter text.>

**Phone: (work)** **<**Click or tap here to enter text.>

1. **Nationality**

**Nationality (E.g. British)**  **<**Click or tap here to enter text.>

**Do you have any restrictions on Employment in the UK?**

**(E.g. Limits on stay in the UK, working hours restrictions, work permit requirements)** *(Place an X in the applicable box)*

YES NO

**If YES, please provide details: <**Click or tap here to enter text.>

**Do you require a work permit?** *(Place an X in the applicable box)*

YES NO

1. **Health**

**Do you require any aids or adaptations?**

*(Place an X in the applicable box)*

YES NO

If YES please provide details on the relevant sections on the Equal Opportunities Form

1. **Criminal Record**

***Do you have any unspent or pending criminal convictions?*** *(Place an X in the applicable box)*

YES NO

If you have answered YES please provide confirmation of the nature of the offence(s) in a separate sealed envelope addressed to Human Resources, Regal House at the address shown below marked **‘Strictly Private and Confidential’.**

**Please note: If you have answered YES we reserve the right to request further details from you where we consider this to be necessary and appropriate.**

1. **HESA Questionnaire – Regulatory Requirement**

|  |
| --- |
| **Employment History** |
| What was your previous employment before St Mary’s? (i.e. another university, student, private sector, etc)  **<**Click or tap here to enter text.> |
| Have you worked at another University within the UK?  YES NO |
| If yes please name:  **<**Click or tap here to enter text.> |
| Dates employed at previous university (if know):  **<**Click or tap here to enter text.> |

**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): **<**Click or tap here to enter text.>

|  |
| --- |
| **Subject or Discipline** |
| Subject or discipline of qualification?  **<**Click or tap here to enter text.> |

|  |
| --- |
| **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

1. **Declaration**

I declare that the information provided is accurate and complete to the best of my knowledge and belief. I understand that the possible consequences of my providing inaccurate, false or incomplete information include, but are not limited to, the immediate termination of my appointment. I agree to the University contacting my referees. (Please note your employment is conditional upon the University receiving two written references which are deemed satisfactory to the University).

By typing your name below, you are confirming this is a true and accurate record.





# Section 2: BANK DETAILS

If you have already provided bank details and your details have not changed, please tick this box  and proceed to section 3.

**Name: <**Click or tap here to enter text.>

**Mr/Dr/Mrs/Ms/Miss/Other: <**Click or tap here to enter text.>

**Date of Birth: <**Click or tap here to enter text.>

**Job Title: <**Click or tap here to enter text.>

**Start date of Employment: <**Click or tap here to enter text.>

**National Insurance Number: <**Click or tap here to enter text.>

**Name of Bank/Building Society: <**Click or tap here to enter text.>

**Branch: <**Click or tap here to enter text.>

**Address Line 1: <**Click or tap here to enter text.>

**Address Line 2: <**Click or tap here to enter text.>

**Address Line 3: <**Click or tap here to enter text.>

**Post Code: <**Click or tap here to enter text.>

**Bank/Building Society Sort Code: <**Click or tap here to enter text.>

**Bank/Building Society Account No: <**Click or tap here to enter text.>

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



By typing your name above, you are confirming this is a true and accurate record

# Section 3. Equal Opportunities Monitoring Form

If you have already provided personal details and your details have not changed, please tick this box  and proceed to section 4.

**Policy**

St Mary's University believes that there should be no discrimination because of age, disability gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

**Monitoring**

We collect the following to ensure that the equal opportunities policy is effective and to meet our legislative obligations: ethnic origin, sex, gender identity, marital status, disability, religion, belief, and sexual orientation. This monitoring form is detached prior to shortlisting and is not seen by staff outside the Human Resources Department. **All information will be treated as strictly confidential and in accordance with the Data Protection Act 2018.**

**Sex, Gender Identity and Date of birth**

FEMALE  MALE  NON-BINARY/OTHER

Is your gender the same as the gender you were assigned at birth?

YES  NO  Prefer not to answer

Date of Birth *(DD/MM/YYYY)* **<**Click or tap here to enter text.>

**Marital Status**

Civil Partnership

Divorced

Single

Co-habiting

Married

Separated

Widowed

Other (Please specify):

**<**Click or tap here to enter text.>

**Ethnic Origin**

The following categories have been devised by the UK governments Census of population and are recommended by the Commission for Racial Equality. It is important to understand that these questions are not about nationality, place of birth or citizenship.

Arab

Asian or Asian British - Bangladeshi

Asian or Asian British - Indian

Asian or Asian British - Pakistani

Black or Black British - African

Black or Black British - Caribbean

Chinese

Gypsy or Traveller

Mixed - White and Asian

Mixed - White and Black African

Mixed - White and Black Caribbean

Other Asian background

Other Black background

Other Ethnic background

Other Mixed background

White

Prefer not to answer

**Nationality**

My Nationality is: **<**Click or tap here to enter text.>

**Sexual orientation**

Bisexual

Gay Man

Gay woman/lesbian

Heterosexual

Other

Prefer not to answer

**Religion or belief**

Buddhist

Jewish

Spiritual

Christian – Catholic

Christian – Other

Muslim

Hindu

Sikh

Other religion or belief

No religion

Prefer not to answer

**Do you have a disability?**

YES  NO  Prefer not to answer

Please describe any arrangements or reasonable adjustments requested in the box below.

|  |
| --- |
| Add details here: |

# Section 4 – HMRC Starter Checklist

**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.

**Do not send this form to HMRC**.

**Employee’s personal details**

|  |
| --- |
| **1. Last Name**  <Click or tap here to enter text.> |
| **2. First Name(s)**  <Click or tap here to enter text.> |
| 1. **Are you male or female?**   FEMALE  MALE  NON-BINARY/OTHER |
| 1. **Date of birth**   Click or tap to enter a date. |
| **5. Home Address**  Address Line 1: <Click or tap here to enter text.>  Address Line 2: <Click or tap here to enter text.>  Address Line 3: <Click or tap here to enter text.>  Postcode: <Click or tap here to enter text.> |
| **6. National Insurance number (if known)**  <Click or tap here to enter text.> |
| **7. Employment start date**  Click or tap to enter a date. |

**Employee statement**

**8. You need to select only one of the following statement A, B or C**

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.

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.

C) As well as my new job, I have another job or receive a State or Occupational Pension.

**Student Loan**

**9. Do you have a Student Loan which is not fully repaid?**

Yes (go to question 10)

No (go to question 12)

**10. Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?**

Yes (go to question 12)

No (go to question 11)

**Student Loan Plans**

You will have a Plan 1 Student Loan if:

* You lived in Scotland or Northern Ireland when you started your course, or
* You lived in England or Wales and started your course before September 2012

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

**11. What type of student loan do you have?**

Plan 1

Plan 2

**12. Did you finish your studies before the last 6 April?**

Yes

No

**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)

**13. Do you have a Postgraduate Loan?**

Yes (go to question 14)

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 20

**14. Did you complete or leave your Postgraduate studies before 6th April?**

Yes (go to question 15)

No (go to the declaration)

**15. Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit?**

Yes

No

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

**Declaration**



**Name** <Click or tap here to enter text.>

By typing your name above, you are confirming this is a true and accurate record