



HM Revenue  
& Customs

## 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 3 tax years. Do not send this form to 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

<b>1</b>	Last name	<b>5</b>	Home address
<b>2</b>	First name(s) Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth	<b>6</b>	National Insurance number (if known)
<b>3</b>	Are you male or female? Male <input type="checkbox"/> Female <input type="checkbox"/>	<b>7</b>	Employment start date DD MM YYYY
<b>4</b>	Date of birth DD MM YYYY		

### Employee statement

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

**A** ☐ This is my first job since 6 April and I've 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 6 April I've 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

For more guidance about repaying go to [www.gov.uk/repaying-your-student-loan](http://www.gov.uk/repaying-your-student-loan)

**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

**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

**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

**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)

**13** Do you have a Postgraduate Loan which is not fully repaid?

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

**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

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

Yes ☐  
No ☐

Go to the Declaration

### Declaration

I confirm that the information I've given on this form is correct.

Signature

Full name

Date DD MM YYYY

## APPLICATION FOR EMPLOYMENT FORM

Please complete in **BLOCK CAPITALS** using **black ink**.



Vacancy Site Name:	
How did you hear about this vacancy?	

### 1. Personal Details

Mr/Mrs/Miss/Ms/Other: \_\_\_\_\_ (Delete as appropriate. If 'Other' please specify).

Last Name		First Name	
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Address

Postcode

At address since:

MM/YYYY

If less than 5 years, please continue on a separate sheet of paper if you require.

Home Telephone No.

Daytime Contact No.

Email:

National Insurance No.

Do you hold a full, clean driving licence valid in the UK?

Yes ☐ No ☐

### 2. Bank Details

Bank/Building Society Name:	Branch:

Sort Code:

Account Number:

I confirm that these bank details are accurate

Signature

An Enhanced DBS check must be completed for all new YBC employees to ensure the safety of our staff and clients. If a check is returned and reveals any information not disclosed above, this will be discussed with the applicant. The company will then make a decision as to whether the offer of employment should be withdrawn.

**I agree to pay the Company £40.00 immediately in order for them to process my enhanced DBS disclosure application. The cost will be reimbursed after 12 months of continuous employment.**

Signature:

### 3. Declaration

I hereby certify that I have completed the Application Form correctly and give permission for the Company to make any necessary enquiries about me, including contacting my personal references and a check of police records.

I also agree that YBC can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with legislation.

I understand that it is a criminal offence to make false statements on this Application Form as defined in section, 16 para 2c of the Theft Act 1968 and that if it is subsequently revealed that I have knowingly made a false statement on this Application Form, it will be considered cause for instant dismissal and probable prosecution.

Signature:

Date:

4. Next of Kin

Name:			
Relationship:			
Address:			
		Postcode:	
Contact No.			
Email:			

5. Employment History

Please include any previous experience (paid or unpaid), starting with the most recent first.

Current/Most Recent Employer			
Position Held			
Contact Name		Contact Phone	
Contact Email			

Are we able to contact the person above for a reference without notifying you first?    Yes ☐    No ☐

Previous Employer			
Position Held			
Contact Name		Contact Phone	
Contact Email			

Are we able to contact the person above for a reference without notifying you first?    Yes ☐    No ☐

Please continue on a separate sheet of paper if you require.

6. Criminal Convictions / Disqualifications

Are you subject to any conditions relating to your employment in this country?    Yes ☐    No ☐

If yes, please state any conditions here:

Please detail any convictions or disqualifications, including the date of the offence and the charges, below. The disclosure of all convictions/disqualifications will not negatively impact your application providing the convictions aren’t relevant to the job or will put anyone at risk. All cases are examined on an individual basis and take the following to consideration: 1) the relevance of the offence(s) to the position applied for, 2) the seriousness of the offence(s), 3) The age of the applicant at the time of the offence(s). Failure to disclose all convictions at this stage could result in future disciplinary proceedings or dismissal. **If you have none to declare, please leave the box blank.**

Do you have any pre-existing or prior medical conditions which may affect your ability to work as required?

Yes ☐    No ☐

If yes, please state any medical conditions here:

Do you consider yourself to have a disability?    Yes ☐    No ☐

If yes, please state the form of disability here:

If you need us to make any adaptations for your interview to accommodate any disability you may have, please tell us what these should be.

7. Education

Complete only if you left school / college / university in the last 10 years

Place of Education	Study Dates	Qualification & Grade	Date Obtained

8. Training and Development

Please use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application, including school/college/university qualifications.

Skills, Training and Qualifications	Details (including length of course/nature of training)

9. Employment References

**Only fill in this section if you have not provided details of two referees in the Employment History section.** Where possible these should be previous employers. If not, please provide details of two professional/personal referees (**not** relatives) who you have known for a minimum of 12 months.

	Reference 1	Reference 2	
Name of Referee:			
Relationship to you:			
Address:			
	Postcode:		Postcode:
Contact Number:			
Contact Email:			

Returning the Application

Once completed, please return this form to: **Support Team, YBC Services Ltd, 161 North Lane, Aldershot, Hampshire, GU12 4TA.** Alternatively, sign, scan and email it to: **support@ybcservices.co.uk**