|  |  |  |  |
| --- | --- | --- | --- |
| New Starter Form (Employee) - Strictly Private and Confidential | | | |
| **First Name(s):** |  | **Surname**: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** (please circle): | Mr Mrs Miss Ms Other ……………………. | **Legal Sex** (please circle): | Male / Female |
| **Marital status:** |  |  |  |

|  |  |
| --- | --- |
| **Home Address** (including postcode): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Telephone:** |  | **Mobile**: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance Number:** |  |  |  |  |  |  |  |  |  | **Date of Birth**: |  |

|  |
| --- |
| **Do you consider yourself to have a disability? If yes, please provide details below:** |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please tick your ethnic origin:** | | | | | | | |
| White UK | Irish | White Other | Black African | Black Caribbean | Black Other | Indian | Bangladeshi |
|  |  |  |  |  |  |  |  |
| Pakistani | Asian Other | White + Black Caribbean | White + Black African | Chinese | Vietnamese | Other Ethnic Group | Mixed Other (please specify below) |
|  |  |  |  |  |  |  |  |
| Mixed Other: |  | |

|  |
| --- |
| **Please state any continuous Local Government Service below:** |

|  |  |
| --- | --- |
| Name of Local Government Authority: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Continuous Service Date From: |  | Continuous Service Date To: |  |

|  |
| --- |
| You will be entered into the Local Government Pension Scheme automatically (terms apply).  If you wish to opt out please obtain an Opt –out Form by either downloading it from [www.essexpensionfund.co.uk](http://www.essexpensionfund.co.uk/) or contacting the Essex Pension helpline on 01245 431912. The Local Government Pension Scheme is opted-out of the State Earnings-Related Pension Scheme.  If you have any questions about the Pension Scheme please ring Human Resources. |

|  |  |  |  |
| --- | --- | --- | --- |
| Next of Kin Name: |  | Relationship to Next of Kin: |  |

|  |  |
| --- | --- |
| Next of Kin Address (if different from above): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Next of Kin Telephone (if different from above): |  | Next of Kin Mobile: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |
| **Please notify Human Resources, or log in and amend the employee self-service if your personal details change.** | | | |

**PLEASE RETURN THIS FORM TO HUMAN RESOURCES, 3RD FLOOR, CIVIC CENTRE.**

**Bank Details Form – Strictly Private and Confidential**

**Authority to pay Wages/Salary via Bank/Building society**

Please arrange for my wages/salary to be credited to my bank account or building society.

**Personal Details (please use BLOCK CAPITALS)**

**Department:**

**Job Title:**

**Bank Details**

**Bank/Building Society Name:**

**Branch Address:**

**Sort Code:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **Account No:** |  |  |  |  |  |  |  |  |

**Name(s) used:**

**How this information will be used:**

Harlow Council understands that your privacy is important to you and it is important to us to.

The personal data you provide within this form will be used for the purposes of your employment with us so that we can comply with our legal obligations as an employer.  Without your personal data, we could not offer you a contract of employment in the first instance or continue to employ you unless certain personal data is collected, updated and processed for the duration of your employment with us. In addition to this form, your manager will be completing a form containing your name, start date, job title and salary details.

The personal data within this form, and the form your manager completes, will be held by the Council for the duration of your employment and for six years after your termination date, it will be securely destroyed.

You can find out more about how we will collect and process your personal data as an employer and who we will share it with by reading our Employee Privacy Notice: <https://www.harlow.gov.uk/sites/default/files/documents/Harlow%20Council%20employees%20privacy%20notice.pdf>

For more information on how we collect, use and protect personal data generally, details of the Council’s Data Protection Officer (DPO) and the Council’s role as a data controller, as well as your rights as a data subject please read our main privacy notice on our website by visiting [www.harlow.gov.uk/privacy-notice](http://www.harlow.gov.uk/privacy-notice)

Harlow Council is under a duty to protect the public funds it administers, and to this end participates in the National Fraud Initiative (NFI). It may use your personal information for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, please see the Data Matching statement on Harlow Council’s website at <http://www.harlow.gov.uk/data-matching>. The processing of data by the Cabinet Office in a data matching exercise is carried out with statutory authority under its powers in Part 6 of the Local Audit and Accountability

Act 2014. The use of data for NFI purposes continues to be controlled to ensure compliance with data protection and human rights legislation. The NFI full privacy notice can be viewed at:

[www.gov.uk/government/publications/fair-processing-national-fraud-initiative/fair-processing-level-3-full-text](https://www.gov.uk/government/publications/fair-processing-national-fraud-initiative/fair-processing-level-3-full-text)

**This form must be returned with the ‘Starters checklist HMRC form’ attached.**

**Print Name:**

**Employee Signature: Date:** DD MM YY