



# AZebra

## New Starter Form

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www.zebra.co.uk

### About you

Title	Postcode
Forename(s)	D.O.B
Surname	Email
House name/no	Home No
Street	Mobile No
Town	Occupation
County	NI number

### About your assignment & agency

Agency name	Contact Number
Consultant	
Assignment start date	Assignment end date
Client name	
Client address	
Job Title	Pay Rate
List here other agencies that you work with:	

### Right to work & ID Details

I am a citizen of a member of the European Union (please tick) YES  NO

NO, but I have the right to work in the UK (please tick) YES  NO

Nationality

Please provide a certified copy of the photographic ID page of your passport  
I am providing the following identification proving that I have the right to work in the UK as detailed in the Asylum and Immigration Act 1996 under section 8.

### Your bank details

Branch	
Bank/Building Society name	
Account holders name	
Sort Code	Account No
Building Soc. Roll No.	

### SMS pay alerts, e- payslips & Marketing

SMS  E- Payslips  Where did you hear about us?

CONT. PTO

## Insurance

We have various insurance policies and packages to cover you depending on the nature of your assignment. Please answer these three questions and we'll contact you to discuss the policy you'll need:

Do you have your own personal accident insurance?

YES  NO

Will you be engaging in any offshore work?

YES  NO

Does your assignment include safety critical work?

YES  NO

## Student Loan

Do you have a student loan that is not fully repaid?

YES  NO

Are you repaying your student loan direct to the student loans company by agreed monthly payments?

YES  NO

## Which loan plan applies to you?:

Plan 1 - 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

Plan 2 - You lived in England or Wales and started your course on or after 1st September 2012

Did you finish your studies before the last 6 April?

YES  NO

## Employee Statement

You need to tick only one of the following statements 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 Pension 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 Pension or Occupational Pension.

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

## Agreement to terms

1. I declare that the information given is accurate and that I have not wilfully withheld any information that would disqualify my application.

2. I confirm that I am lawfully able to work in the UK.

3. I have enclosed a copy of my passport/work permit/visa (delete as applicable).

4. I agree to notify The Company in writing immediately of any changes to my passport, work permit or visa.

5. I enclose a copy of a recent utility bill, as proof of my residential address.

Under the provisions Data Protection Act 1998, Azebra processes data and information about individuals both on computer and in paper files for certain purposes, including (but not limited to) administering personnel and pay records. By completing and signing this registration form, I am consenting to Azebra holding and processing personal data

## Declaration

**SIGN HERE**

I declare that the above expenses are wholly, exclusively and necessarily incurred in the course of AZebra Pay business. I have attached receipts for claims where necessary. I agree to send in VAT Petrol Receipts to support my mileage claim.