

The personal information you provide on this form will be used by the Company for the purposes of providing payroll and HR related services to you. Your information may be shared with other legal entities of the R G Carter Group where related to your employment within the Group. Your information may also be shared with other third parties in accordance with your statement of main terms and conditions. In signing this registration form, you will be agreeing to the processing of sensitive personal data in accordance with the General Data Protection Regulation (GDPR) for the reasons provided above. For more information, please refer to the Data Protection Policy on SelectHR or available from your manager or the HR department.

**PERSONAL & CONTACT INFORMATION**

Title:	First name:	Middle name:	Surname:
Known as:		Personal email:	
Mobile:		Home phone:	
Address:		National Insurance Number:	
Postcode:		Date of Birth:	

**REFERENCES**

Reference 1	Reference 2
Title and name:	Title and name:
Occupation/Job title:	Occupation/Job title:
Company & company address:	Company & company address:
Phone:	Phone:
Email:	Email:
Relationship to you:	Relationship to you:

By completing the reference information above, you authorise the company to obtain references from those individuals and to request any other reference checks as the company deems appropriate.

**BANK ACCOUNT DETAILS**

Bank account name:	Bank sort code:
Bank account number:	Building society roll no:
Bank name:	Bank branch:

**TRAINING/PROFESSIONAL QUALIFICATIONS & MEMBERSHIPS**

DOCUMENT INDEX	VERSION	ISSUE DATE	REVIEW DATE	PAGE
HR FM 025	V2	29.07.2022	29.07.2024	1 of 5

Membership details e.g., RICS/CIOB:

**DISCLOSURE OF CRIMINAL CONVICTIONS & REHABILITATION OF OFFENDERS ACT 1974**

Please disclose details of any convictions which are not yet spent (i.e., unspent) under the terms of the Rehabilitation of Offenders Act 1974.

I have unspent criminal convictions

☐

I do not have any unspent criminal convictions

☐

If you have information to declare then send full supporting information, in a sealed envelope, to HR Department, R G Carter, Drayton, Norwich, Norfolk, NR8 6AH. Please note that Disclosure and Barring Service (DBS) checks may be necessary for some posts, and in some circumstances will be mandatory.

**DISABILITY**

Do you consider yourself to have a disability?

Yes

☐

No

☐

Details:

Please detail any reasonable adjustments or special facilities you would require in order to conduct the duties of your job: [Click or tap here to enter text.](#)

By providing the contact details below, you confirm that you have obtained consent for the information to be held on file from your designated emergency contact, this is to ensure compliance with GDPR regulations.

**EMERGENCY CONTACT DETAILS**

Name:

Relationship to you:

Address:

Tel No:

Date:

DOCUMENT INDEX	VERSION	ISSUE DATE	REVIEW DATE	PAGE
HR FM 025	V2	29.07.2022	29.07.2024	2 of 5

### EMPLOYEE STATEMENT

This information is mandatory. Choose the Statement that applies to you, A, B, or C, and tick the appropriate box.

Statement A	Statement B	Statement C
<p>Do not choose this statement if you're in receipt of a State, Works, or Private Pension.</p> <p>Choose this statement if the following applies.</p> <p>This is my first job since 6 April and since the 6 April I've not received payments from any of the following:</p> <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>	<p>Do not choose this statement if you're in receipt of a State, Works, or Private Pension.</p> <p>Choose this statement if the following applies.</p> <p>Since 6 April I have had another job, but I do not have a P45.</p> <p>And/or since the 6 April I have received payments from any of the following:</p> <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>	<p>Choose this statement if:</p> <ul style="list-style-type: none"> <li>• you have another job and/or</li> <li>• you're in receipt of a State, Works or Private Pension</li> </ul>
Statement A applies to me <input type="checkbox"/>	Statement B applies to me <input type="checkbox"/>	Statement C applies to me <input type="checkbox"/>

Types of Student Loan
<p><b>You have Plan 1 if any of the following apply:</b></p> <ul style="list-style-type: none"> <li>• you lived in Northern Ireland when you started your course</li> <li>• you lived in England or Wales and started your course before 1 September 2012</li> </ul>
<p><b>You have a Plan 2 if:</b></p> <p>You lived in England or Wales and started your course on or after 1 September 2012.</p>
<p><b>You have a Plan 4 if:</b></p> <p>You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.</p>
<p><b>You have a Postgraduate Loan if any of the following apply:</b></p> <ul style="list-style-type: none"> <li>• you lived in England and started your Postgraduate Master's course on or after 1 August 2016</li> <li>• you lived in Wales and started your Postgraduate Master's course on or after 1 August 2017</li> <li>• you lived in England or Wales and started your</li> </ul>

DOCUMENT INDEX	VERSION	ISSUE DATE	REVIEW DATE	PAGE
HR FM 025	V2	29.07.2022	29.07.2024	3 of 5

## STUDENT LOAN &amp; POSTGRADUATE LOAN

☐ 1 Tell us if any of the following statements apply to you:

- you do not have any Student or Postgraduate Loans
- you're still studying full-time on a course that your Student Loan relates to
- you completed or left your full-time course after the start of the current tax year, which started on 6 April
- you're already making regular direct debit repayments from your bank, as agreed with the Student Loans Company

Postgraduate Doctoral course on or after 1 August 2018

If No, tick this box and go to question 2 ☐

If Yes, tick this box and go straight to the

Declaration ☐

☐ 2 To avoid repaying more than you need to tick the correct Student Loans that you have - use the guidance on the right to help you.

Please tick all that apply

Plan 1 ☐

Plan 2 ☐

Plan 4 ☐

Postgraduate Loan (England and Wales only) ☐

For more information about the type of loan you have, go to [www.gov.uk/sign-in-to-manage-your-student-loan-balance](https://www.gov.uk/sign-in-to-manage-your-student-loan-balance)

**Declaration:** I confirm the details given in this form are true. By signing this form, I give permission for the Company to use the information to provide Payroll & HR related services to me. This includes the need to share my information with other legal entities of the R G Carter Group where related to my employment or where third parties provide payroll & HR related services to the Company.

Full Name:

Date:

DOCUMENT INDEX	VERSION	ISSUE DATE	REVIEW DATE	PAGE
HR FM 025	V2	29.07.2022	29.07.2024	4 of 5

Signature:

DOCUMENT INDEX	VERSION	ISSUE DATE	REVIEW DATE	PAGE
HR FM 025	V2	29.07.2022	29.07.2024	5 of 5