

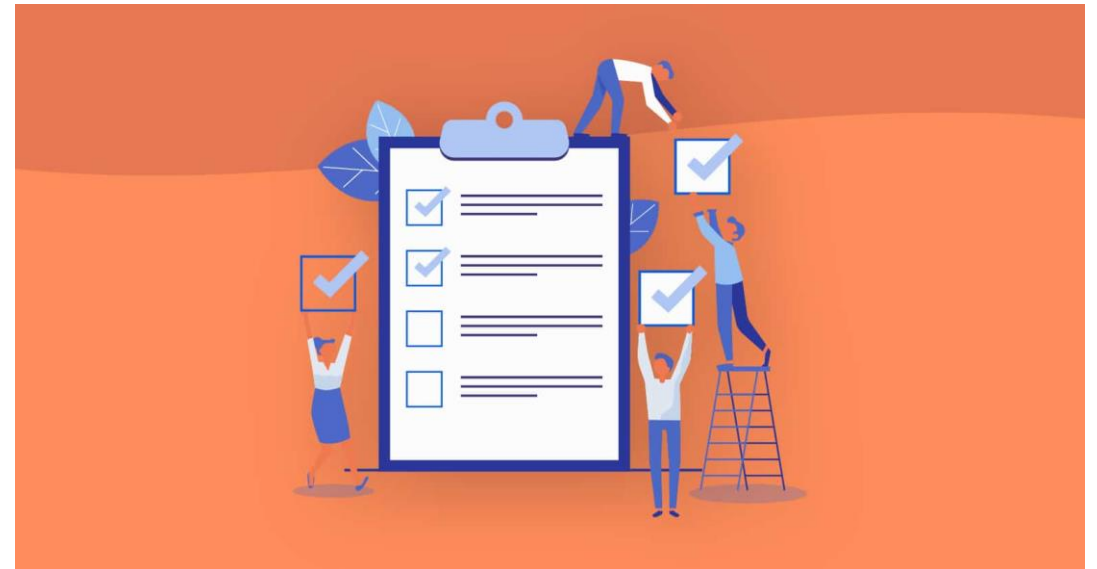


New Starter Paperwork

These are the most common things you will be asked for when starting a new job, try to get the information ready to share beforehand. This will speed up the process of starting that new job.

You will be asked to fill in some forms, this can be online or on paper, ask them to post you paper copies if online is not possible. Also make sure you ask for help completing the forms if this is a little too much for you. You could ask friends, family, school or college or even the job centre.

1. Your Full Name & Date of Birth
2. Proof of address
3. ID - passport, student card etc.
4. Bank Details
5. National Insurance Number
6. Copy of your CV
7. Copy of any relevant certificates and qualifications
8. P45 or P60





New Starter Paperwork 2

What does all this mean?

Let's have a look at what some of these things on the list mean and where you find them.

1. Your Full Name & Date of birth

You can find this on your birth certificate, a birth certificate is the document to prove you were born.



2. Proof of address

This may be a tough one when you are a student, some examples are:

- Bank statement
- Letter from social worker or local council
- Ask your school/college/Uni to provide a student certificate to your address
- Utility bill e.g. mobile phone

FIRST BANK
1234 Main Street, Capital City, OH 12345-0123
1-800-555-1234

USA Small Business, LLC
Mr. Jack Smith
345 Maple Street
Capital City, OH 12345-0123
23-555-5678

Account Name: USA Small Business Checking
Account Number: 000000012345
Statement Period: 03/01/2021 to 04/01/2021

ACCOUNT SUMMARY

Balance on March 1: \$27,584.38
Total money in: \$10,273.39
Total money out: \$10,510.07
Balance on April 1: \$27,347.70

DATE	DESCRIPTION	WITHDRAWAL	DEPOSIT	BALANCE
	Previous balance			27,584.38
03/02	Internet Bill	75.99		27,508.39
03/05	Electric Bill	253.68		27,254.71
03/06	Bank of America		450.04	27,704.75



New Starter Paperwork 3

3. ID- passport, student card etc.

Below is a picture of legal forms of ID in the UK, however a simpler form might be okay for some workplaces like a railcard.



4. Bank details

When starting a new job your employer needs to pay you, for this they will need your payment bank details. These are Your Name, Bank name, Sort code and account number. These can sometimes be found on your bank card or any paperwork from the bank or on your internet banking.

Important Note: do not share your bank details with people that do not legally require it or who you personally know like your family.

ACCOUNT NAME

Paul Smith

SORT CODE

23-32-72

ACCOUNT NUMBER

02600123

CUSTOMER NUMBER

012345678

[Share my account details](#)

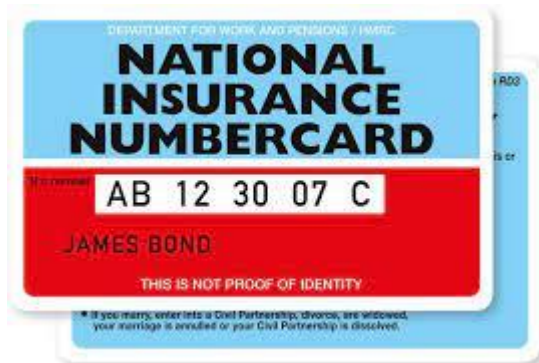


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5. National Insurance Number

You have a National Insurance number to make sure your National Insurance contributions and tax are recorded against your name only. This is a small legal contribution from you pay to the UK government.

You will be sent this 3 months (ish) before your 16th Birthday in the post if you live in the UK. Find out more information here [Link](#). If you did not receive one you can apply here [Link](#).



6. Copy of your CV

If possible print of a spare copy of your CV. If you don't have access to a print you can email the CV over again and ask politely if you can hold it in their electronic files or print it of for you. This is common now as not everyone has a print and most documents are stored on a computer.

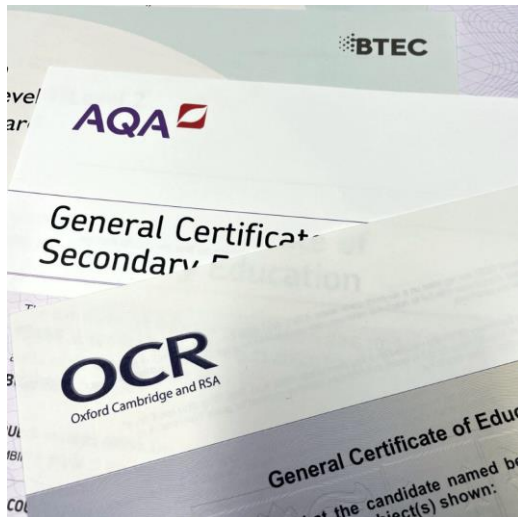
Jill Morgan Sales Representative	
Personal Info	
Phone	212-555-0104
Email	jill.morgan@zeqy.com
LinkedIn	linkedin.com/in/jillmorganzeqy
Skills	
Lead Qualification & Prospecting	████████████████████
Salesforce & Hubspot CRM	████████████████████
Optimizing MRR	████████████████████
Contract Negotiation	████████████████████
Languages	
Spanish	████████████████████
Italian	████████████████████
	C1 Certified
	Basic
Experience	
2018-09 - present	Senior Sales Representative McKinsey Industrial Supplies, Brooklyn, NY <ul style="list-style-type: none"> Managed organizational sales and group of sales representatives in selling industrial equipment and maintaining large construction and contractor business relationships. Worked with the data analysis team to develop sales targets based on extensive market research and analysis. Tracked individual sales rep sales goals and individually mentored any representative deemed to be falling behind. Managed largest 5 corporate construction and industrial client accounts. Key Achievement Achieved over \$500,000 in sales in each fiscal quarter from 2019.
2016-09 - 2018-08	Customer Relationship Officer XYZ Inc., Philadelphia, PA <ul style="list-style-type: none"> Acted as liaison between XYZ Inc. and corporate clients to facilitate and maintain healthy business relationships. Checked in on clients on a weekly basis to ensure needs are being met and supplies are being filled. Managed database of clients and potential leads in a customer relationship manager (CRM) program. Key Achievement Maintained positive and happy client relationships with 15 corporate customers.
2014-07 - 2016-06	Part-time Retail Associate ABC Shopping, Philadelphia, PA <ul style="list-style-type: none"> Assisted customers on the sales floor with questions, advice, and physical issues when requested or upon initiative. Operated the POS and credit card machine when front lines call for additional assistance to the checkout lanes. Organized shelves, end caps, and bargain bins out on the sales floor.
Education	
2016	BSc in Marketing, Major in Professional Sales Penn State University, Philadelphia, PA Relevant Coursework: Professional Selling, Sales Management, Advanced Sales & Selling Techniques, Cloud-Based CRM Systems. Minor: Leadership & Communication.
Certificates	
2019-12	Inside Sales Professionals (AA-ISF)
2018-10	Certified Sales Leadership Professional (CSLP)



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7. Copy of any relevant certificates and qualifications

Some organisations like to keep copies of any relevant certificates on file for insurance and legislation purposes. This could be health and safety at work, first aid, food hygiene etc. They will let you know what you need to bring in. Again you could offer to email an electronic copy to save you photocopying them.



6. P45 or P60

These documents are related to Tax payments. If this is your first job you will not have them, that's fine just let the relevant people know. If you have had work before you can ask your passed or current employer for this.

P60 End of Year Certificate		Employee's details		
Tax year to 5 April 2020		Surname	<input type="text"/>	
To the employee: Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits and Universal Credit or to renew your claim. It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions. By law you are required to tell HM Revenue and Customs about any income that is not fully taxed, even if you are not sent a tax return. HM Revenue and Customs		Forenames or initials	<input type="text"/>	
		National Insurance number	Works/payroll number	
		<input type="text"/>	<input type="text"/>	
Pay and Income Tax details				
	Pay	Tax deducted		
	£ p	£ p		
In previous employment(s)	<input type="text"/>	<input type="text"/>		
In this employment	* <input type="text"/>	<input type="text"/>	if refund mark 'R'	
Total for year	<input type="text"/>	<input type="text"/>		
			Final tax code <input type="text"/>	
The figures marked * should be used for your tax return, if you get one				
National Insurance contributions in this employment				
NIC table letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL)	Earnings above the LEL, up to and including the Primary Threshold (PT)	Earnings above the PT, up to and including the Upper Earnings Limit (UEL)	Employee's contributions due on all earnings above the PT
	£	£	£	£ p