



www.sargent-disc.com
payroll@sargent-disc.com

Crew Start Form

Production
Company

Personal Information

Surname	<input type="text"/>	Gender	<input type="text"/>	D.O.B	<input type="text"/>
First Name	<input type="text"/>	NI No.	<input type="text"/> M / F		<input type="text"/>
Address	<input type="text"/>	Tel. / Mobile No.	<input type="text"/>		<input type="text"/>
	<input type="text"/>	Next of Kin	<input type="text"/>		<input type="text"/>
	<input type="text"/>	Next of Kin Tel.	<input type="text"/>		<input type="text"/>
Post Code	<input type="text"/>	Passport No.	<input type="text"/>		<input type="text"/>
Country	<input type="text"/>	Citizenship	<input type="text"/>		<input type="text"/>
E-Mail address	<input type="text"/>	Residence	<input type="text"/>		<input type="text"/>

Employment Details

Job Title	<input type="text"/>	Start Date	<input type="text"/>
Department	<input type="text"/>	Vehicle Reg No.	<input type="text"/>
Vehicle Model	<input type="text"/>	VAT Reg. No.	<input type="text"/>
Schedule D No.	<input type="text"/>	Company No.	<input type="text"/>
Ltd. Company	<input type="text"/>		

Bank Details

Payee Name	<input type="text"/>	Sort Code	<input type="text"/>
Bank Name	<input type="text"/>	Account No.	<input type="text"/>
Branch	<input type="text"/>	Additional Ref.	<input type="text"/>
IBAN	<input type="text"/>	ABA / Routing	<input type="text"/>
Swift	<input type="text"/>		

Student Loan

Tick if Yes

1. I have a Student Loan which is not fully repaid
If Yes to statement 1 go to 2:
2. I am repaying my Loan direct to the Student Loan Co.
If Yes to statement 2 go to 5 else go to 3:
3. I have a Plan 1 Student Loan
You will have a Plan 1 Student Loan if:
- You lived in Scotland or Northern Ireland when you started your course
- You lived in England or Wales and started course before 1 Sept 2012.
4. I have a Plan 2 Student Loan
You will have a Plan 2 Student Loan if:
- You lived in England or Wales and started course on or after 1 Sept. 2012.
5. I finished my studies before the last 6 April

Employment Status

Please select one of the following:

- A – This is my first job in the current tax year
 B – This is now my only job in the current tax year
 C – I have another job / pension

Date

Signature

Terms and Conditions

Sargent-Disc Ltd cannot be held responsible for any access to the information that is gained due to improper use of the system. Sargent-Disc Ltd cannot be held responsible for the misuse of any information by an approved user of the system. It is the user's responsibility to ensure that they keep passwords confidential and do not leave a computer unattended whilst logged in.

Your data is being collected for the sole purpose of enabling Sargent-Disc Ltd to expedite those services for which we have been contracted. Data supplied to Sargent-Disc Ltd will be for the exclusive use of Sargent-Disc Ltd and will not be shared with any external third parties. If you would like to receive information on our products, service, discounts and promotions etc., please tick the box below or email us on marketing@sargent-disc.com.

I do wish to receive information about all Sargent-Disc products & services

	Amount:	Allocation:		Accounts Use Only
Salary	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Includes Holiday	Days (5/6) <input type="text"/>
Holiday Ent.	<input type="text"/>	<input type="text"/>		Hours <input type="text"/>
Box Rental	<input type="text"/>	<input type="text"/>	Tax Code <input type="text"/>	Wk1 / Cum <input type="text"/>
Car Allowance	<input type="text"/>	<input type="text"/>	Hourly Rate <input type="text"/>	Daily Rate <input type="text"/>

Section 8 of the Asylum & Immigration Act 1996 requires that documentary evidence of eligibility to live or work in the United Kingdom be obtained from new employees prior to commencement of employment. Please indicate documents obtained and attach copy.

- P45/P60
 Payslip
 NI Card / Letter
 Birth Certificate
 Passport
 Letter from Home Office
 Other

Date

Authorised by

Signature