

# PERSONNEL DETAILS FORM

MUST BE COMPLETED BY ALL NEW PERSONNEL – PAYE/FREELANCE (TO BE FILLED OUT IN BLOCK CAPITALS) (Jan 2019)

PRODUCTION:

POSITION:

START DATE:   /   /

TITLE:  ADDRESS:

SURNAME:

FIRST NAME:

PHONE:

MOBILE:

POSTCODE:

WORK EMAIL:

PERSONAL EMAIL:

DOB:   /   /

NATIONAL INSURANCE NUMBER:

## BANK DETAILS

BANK ACCOUNT NAME:

ACCOUNT NUMBER:

       

BANK/BUILDING SOCIETY NAME:

SORT CODE:

    

## EMPLOYEE STATEMENT: FOR PAYE EMPLOYEES ONLY (TICK ONE BOX BELOW ONLY)

Please read the following statement and enter X in the **one** box that applies to you:

**A** – This is my first job since last 6 April and I **have not** been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or Taxable Incapacity Benefit or a state or occupational pension.

**B** - This is now my only job but since last 6 April I **have** had another job or have received taxable Jobseekers Allowance, Employment and Support Allowance or Taxable Incapacity Benefit. I do not receive a state or occupational pension.

**C** – As well as my new job I have another job or receive State Pension or Occupation Pension.

A  B  C

## STUDENT LOAN

1. Do you have a Student Loan, which is not fully repaid?

YES  If yes, go to question 2

NO  If no, go to question 4

2. Are you repaying your Student Loan direct to the Student Loan Company by agreed monthly payments?

YES  If yes, go to question 4

NO  If no, go to question 3

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## STUDENT LOAN PLANS

You will have a Plan 1 Student Loan if:

- 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

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

3. What type of Student Loan do you have?

Plan 1

Plan 2

4. Did you finish your studies before the last 6<sup>th</sup> April?

YES

NO

## SIGNATURE:

*Signature*

## PRINT NAME:

## DATE:

/   /

## DATA PROTECTION

The personal information you have given above (page 1) is used by us to manage your employment records, salary payments and carry out our obligations as an employer. The personal information we hold about you will be retained so that we can contact you about your employment with the company should we need to. We do not sell your personal details to any organisations, but there are occasions when your personal information will be shared with third party companies or organisations, or these companies will be granted access to your information so they can provide services to us.

These include;

- Third party banks or financial institutions – in order for Open Mike to pay you.
- Third party IT service suppliers. - In order to keep our network secure, troubleshoot issues and manage software applications that hold your personal details.
- Third party computer programmes suppliers – in order for Open Mike to process payrolls, pension auto enrolment and payments.
- Third party pension providers – in order for Open Mike to process and pay their auto enrolment pension obligations, if applicable.
- Third party lawyers – in order for contractual wording to be ascertained and advised on.
- Third party accountants/auditors – in order for Open Mike to be audited to fulfil their obligations as a limited company.
- Third party regulatory bodies – in order for Open Mike to fulfil obligations.
- Third party broadcasters and distributing agencies - in order for Open Mike to fulfil obligations.
- Her Majesty's Revenue and Customs – in order for Open Mike to fulfil their tax, national insurance, pension, and any other obligations to HMRC.

Open Mike Productions is an all-inclusive company. We encourage anyone who feels that their circumstances may have an impact on their ability to work, either currently or at some point in the future, to complete a Think Bigger Access Form.

It is strictly confidential and can only be shared with those whom the person completing it has listed. It is not obligatory for anyone to complete these but it is a good document to get support and help and/or to give someone on the production the knowledge/understanding on what to do in particular situations.

The form (which can be found here [www.openmike.co.uk/thinkbigger](http://www.openmike.co.uk/thinkbigger)) should be completed at the commencement of the contract and discussed in a private meeting with the Production Manager/Line Producer.

**\* PLEASE SEE OVERLEAF FOR ADDITIONAL REQUIRED INFORMATION \***

# PERSONNEL DETAILS FORM

NATIONALITY:

ETHNICITY:

COUNTRY OF ORIGIN:

PASSPORT NUMBER:

GENDER:

## NAME AND DETAILS TO CONTACT IN CASE OF EMERGENCY

NAME:  RELATIONSHIP:

PHONE:  MOBILE:

## HEATH DETAILS (i.e. are you diabetic, do you have any nut allergies etc.)

Are you registered with any disability or medical condition of which Open Mike should be aware?

### DATA PROTECTION

The sensitive information you have given above (page 3) is used by us to manage your employment records, salary payments and carry out our obligations as an employer. This information will be securely deleted when your contract ends.

We do not sell your personal details to any organisations, but there are occasions when your personal and sensitive information will be shared with third party companies or organisations, or these companies will be granted access to your information so they can provide services to us.