

## **New employee details**

**Employer's Name:**

**NI Number:**

Employer's Address:

Telephone No.:

Post Code:

**Employer:**

I ..... confirm that the details given are correct and I understand I am the legal employer of the employee named and that Darlington Association on Disability act only as the payroll agent and not the employer. I have carried out the necessary checks including a right to work in the UK check.

Date:

Employer Signature:

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**Employee Name:**

Title:

Address:

Telephone No.:

Post Code:

Married\Single:

National Insurance Number:

Date of Birth:

Start Date:

### **Rates of Pay**

Normal hourly rate:

Sleepover rate:

Weekend rate:

Number of hours per week normally worked:

**In addition, we also need a P45 (issued during current tax year) or a Starter Checklist before we can process payroll.**

**Employee:**

I confirm that the details I have given are correct and I understand that Darlington Association on Disability act only as the payroll agent and are not my employer.

I confirm that I have the Right to Work in the UK and produced right to work in the UK documentation to my employer.

Please tick the right to work in the UK documents supplied to your employer:

- ☐ A passport showing the person named is a British citizen or is a national of a European Economic Area or Switzerland.
- ☐ A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name
- ☐ A Registration Certificate, Card or Document Certifying Permanent Residence, issued by the Home Office
- ☐ A Biometric Immigration Document/ Biometric Residence Permit issued by the Home Office indicating that the person is allowed to stay indefinitely in the UK
- ☐ An Immigration Status Document issued by the Home Office indicating that the named person is allowed to stay indefinitely in the UK, together with an official document giving the person's permanent National Insurance number and their name
- ☐ A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number

### **Privacy Notice**

Darlington Association on Disability will process this information legitimately as part of providing a payroll service and support to your employer. Your data will also be stored and processed to support your employer's contractual and legal obligations. D.A.D will:

- ✓Store and process your information securely
- ✓Retain your information in line with HMRC requirements
- ✓There are some circumstances where D.A.D needs to share your data in ways that would be reasonably expected as a payroll agent and Direct Payment Support Service:

- If your employer receives a Direct Payment, the funding body requires D.A.D to share information on the hours that you have worked and earnings
- Your information will be shared with HM Revenue and Customs, your employer and your employer's legal advisors, where we are required to do so to support your employer to meet statutory obligations.

X We will not sell or give your data to any third party such as marketing companies.

Employee Name:

Date:

Employee signature:

To enable wages to be paid promptly, please ensure all the information requested above is entered on this form and returned one week prior to payroll week to:  
Payroll, DAD Darlington Direct Payments Support Service,  
Unit 1p, Enterprise House, Valley Street North, Darlington, DL1 1GY