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| **Section A****NEW EMPLOYEE FORM** |   |

**See notes for completion on page 4**

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| 1. **General Information**
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|  |  |
| Existing/Previous DkIT Employee: Yes ❑ No ❏ |  | PRSI Class:  |  |
| Post Title: |  | PPS No: |  |
| Start Date: |  | Civil Status: |  |
| Forename: |  | Sex: Male ❑ Female ❑OtherPrefer Not To Say  |
| Surname(s): |  | Date of Birth: |
| Title: (Prof/Mr/Ms/Dr/Mrs): |  | Telephone No: |
| Permanent Address: |  | Qualifications: (please give Awarding body and Year)  |
|  |  | 1. |
|  |  | 2. |
| Address for Correspondence (if different): |  | 3. |
|  |  | 4. |
|  |  | 5.  |
| **Additional Information: (Optional)** |  |  |
| Religion: |  | Sexual Orientation: |
| Ethnicity: |  | Member of Travelling Community: Yes ❑ No:❑ |
| 1. **Next of Kin**
 |
| Next of Kin: |  |  | Next of Kin Telephone No: |
| Next of Kin Address: |  |  |  |
|  |  |  | Relationship: |
| 1. **Pay Mandate**

Please send all my future wage/salary payments directly to my account.

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| **Name of Bank / Building Society:** |
| **Branch Address:** |
| **Bank Sort Code No.**

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|  |  |  |  |  |  |

 | **Account No.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

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| **IBAN number** (Your IBAN and BIC are printed on your bank statement.) | **BIC Number**  |
|  |  |
| **Signature** | **Date** |

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| **4. Pension Information** |
| 1. **Marriage/Civil Partnership Details**

 Date of Marriage Maiden Name  /Civil Partnership:\_\_\_\_/\_\_\_\_\_/\_\_\_\_ *(if different from above)*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spouse/Civil Partner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spouse/Civil Partner Date of Birth: \_\_\_/\_\_\_\_/\_\_\_\_**b) Dependent Children**Note: This should include all children who are under 18 or over 18 but in full-time education and children who are permanently dependent due to a mental or physical disability.Date of Birth Sex Name University/College\_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Have you availed of a period of Parental leave with a previous employer in respect of this child/children?Yes ❑ No ❑ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**c) Employment History**Note: This should include all periods of employment or service, including post graduate study, within DkIT Post Department From To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**d) Other Employment**Note: This should include all periods of employment or service, including post graduate study, external to DkITPost Department From To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**e) Superannuation Details (see next page for guidelines)**Note: Where service external to DkIT indicated above was pensionable; please indicate below your entitlement on leaving. If this information is not known please indicate this by marking N/K in the appropriate column and DkIT pensions staff will assist you in determining the position.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer Ref. (1 - 5 above)  | Reckonable Pensionable Service Transferred | Reckonable Pensionable Service not Transferred | Amount Preserved Benefit from Private Sector Pension Scheme | Amount ofPension/GratuityContributionsRefunded |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_** |

**Section B**

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| **5. Superannuation Guidance Notes** |
| **a) If you worked in a Public Sector body in Ireland, on leaving one of the following occurred:** |
| (a)Refund of Contributions. | (b)Immediate Pension and/or Gratuity Payment | (c)Transferred Reckonable Service In this case, we need to know number of days of reckonable service transferred | (d) Non Transferable Reckonable ServiceIn this case we need to know number of years and days of reckonable service |
| **b) If you worked in a Public Sector body outside Ireland, on leaving one of the following occurred:** |
| (a)Refund of Contributions. | (b)Immediate Pension and/or Gratuity Payment | (c)Non-Transferable Benefit secured related to Reckonable Pensionable service completed to date of leaving. In this case we need to know number ofyears and days of pensionable Service completed | (d) Your entitlement is to the benefit secured by pension premiums paid on your behalf. In this case,we need to know amount of paid up pension. If you have a note of your Policy Numbers(s), it would be appreciated. |
| **c) If you worked in a Private Sector Company in or outside Ireland, on leaving one of the following occurred:** |
| (a)Refund of Contributions. | (b)Immediate Pension and/or Gratuity Payment | (c)Your entitlement would be to paid-up pension. We will need to know amount of paid-up pension. Please state policy number. For large group schemes, there would be no policy number. | (d) Transfer value paid in lieu of (c) to plan of new Employer. We will need to know Transfer Value paid and benefit secured. |

Notes for Completion

* **No payment can be made to any employee without completion of a New Employee Form. Where form is not FULLY completed, it will be returned.**
* **To adhere to payroll deadlines, HR must have forms completed and returned no later than
12.00 noon on the 01st of the month. Otherwise this will result in a delay in your payment.**
* **Your PPS No., must be a Republic of Ireland issued number any other number will not be accepted.**
* **It is Institute Policy that all payments through the Institute payroll MUST be made directly to Bank Account/Building Society in the Republic of Ireland. BIC & IBAN numbers are essential.**

**Please return complete Section A to the HR Dept. and Retain Section B for your information.**