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

**See notes for completion on page 4**

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| 1. **General Information** | | | |  |  | |
|  |  | |
| Existing/Previous DkIT Employee: Yes ❑ No ❏ | | | |  | PRSI Class: |  |
| Post Title: | | | |  | PPS No: |  |
| Start Date: | | | |  | Civil Status: |  |
| Forename: | | | |  | Sex: Male ❑ Female ❑  Other  Prefer 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.   |  |  | | --- | --- | | **Name of Bank / Building Society:** | | | **Branch Address:** | | | **Bank Sort Code No.**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | | **Account No.**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | | | **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 DkIT  Post 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 of  Pension/Gratuity  Contributions  Refunded | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   **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 Service  In 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 of  years 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.**