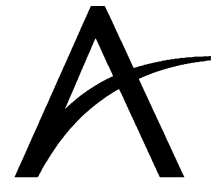


# Starter Checklist



CAMBRIDGE ASSESSMENT

Please complete **all** details below and return it to:

[ukstaffpayroll@cambridgeassessment.org.uk](mailto:ukstaffpayroll@cambridgeassessment.org.uk)

Payroll Department  
Cambridge Assessment  
1 Hills Road  
Cambridge  
CB1 2EU

Last Name or Family Name	<input type="text"/>
First Name(s)	<input type="text"/>
Gender ( <i>Enter X in the appropriate box</i> )	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth ( <i>dd/mm/yyyy</i> )	<input type="text"/>
Home Address (Line 1)	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Post Code	<input type="text"/>
National Insurance Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## Your Present Circumstances

Read all the following statements carefully 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. **A**

OR

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

OR

**C** – I have another job or receive a state or occupational pension. **C**

## Student Loans

Read all the following statements carefully and enter 'X' in **the one** box that applies to you.

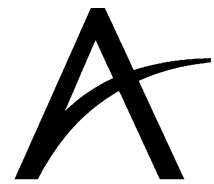
Do you have a Student Loan which is not fully repaid?

YES  NO  If NO, please turnover: sign, date and return your form.

Did you finish your studies before the 6 April?

YES  NO  If NO, please turnover: sign, date and return your form.

Please turn over. . . . .



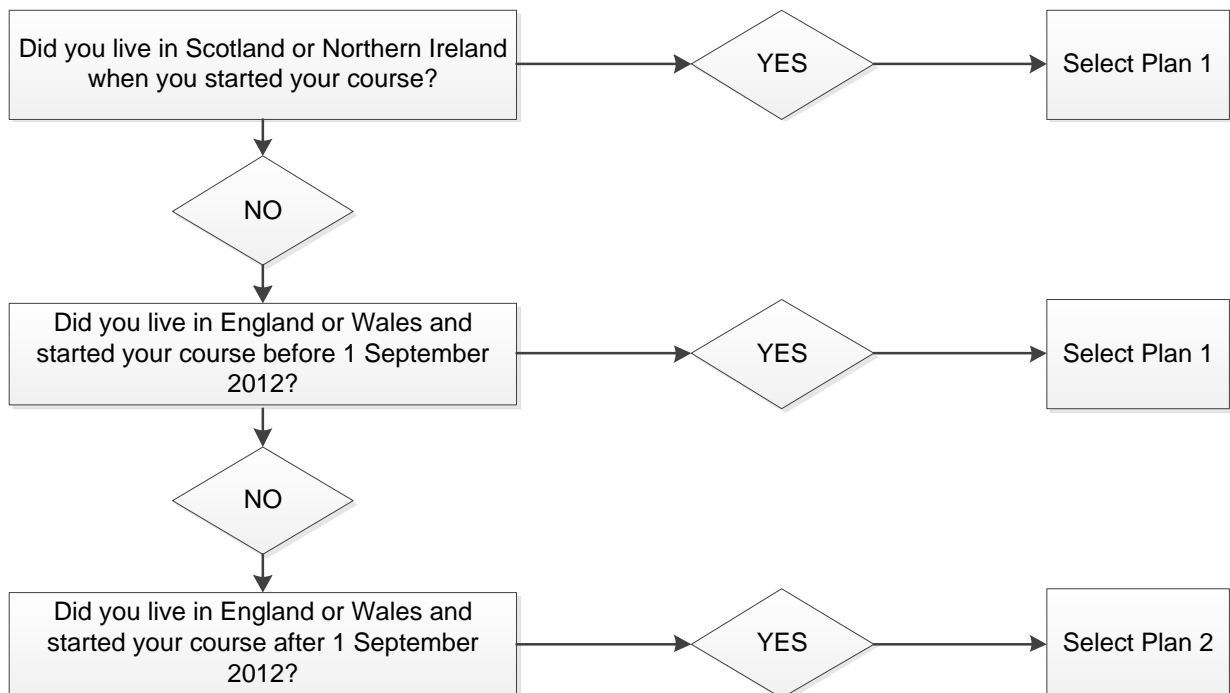
Are you repaying your Student Loan directly to the Student Loans Company by agreed monthly payments e.g. Direct Debit?

YES  NO

If YES, please: sign, date and return your form.

If NO, please continue and confirm which Student Loan plan applies.

If you have a student loan which is **not** fully repaid and you are **not** repaying your loan directly to the Student Loans Company, follow the below diagram to identify which plan applies:



If you have more than one student loan, please follow the steps above as it may be appropriate for you to select both Plan 1 and 2 boxes.

Plan 1

Plan 2

**Signature and date:**

I declare that the information provided is correct at the time of signing:

Signed ..... Date .....