JS-CBA 01 - JobShop

Certificate of Beginning Assignment

UNIVERSITY *of* GREENWICH

No payment of salary can be made until this form is signed by the line manager and received by the JobShop

- Complete the form in **BLOCK CAPITALS**
- Use black or blue ink only
- If P45 is not attached, do you expect on to follow shortly? In the absence of a P45, students should complete the enclosed HMRC Starter Checklist form.

- It should therefore be completed by the member of staff and handed **on the first day of work** to the Line Manager, who should certify below and forward it promptly to the JobShop
- Forms returned **on or before** the 20th of the month will be processed in-time for payment the following month

Surname	
First Names	
Title:	Date of Birth:
Up-to-Date Correspondence Address:	
	Town:
	Post Code:
Telephone/Mobile number:	
University Email Address:	
Banner/Student ID:	NI Number:

Are you a postgraduate (MA/MSc/MPhil, PhD etc.) student?		Yes ☐ No ☐
Are you an international student (non-EEA) with working hour restrictions in your passport or visa?		Yes ☐ No ☐
Completion of Studies Date:	Visa Expiry Date:	

Bank name:	
Branch name and address:	
Bank Sort Code:	Bank Account Number:
Building Society Account Number	

STUDENT DECLARATION:

I agree that the University of Greenwich can recover any overpayment of wages by making a deduction from monies due to me.	Yes ☐ No ☐
Signature:	Date:

Line Manager Use (*This section must be completed for payment of salary*)

The above-named member of student worker began work as follows:

Start Date:	Your Tel/Extension:
Your Name:	Date: