

New Entrant Starter Pack – Despatch Request Form 1

Only to be used for staff joining before 30 July 2007.

You **must** complete fully **all** parts of this form. **Please complete on screen.**

Part A Your details as employer

Your name _____

Your Department/Agency _____

Your address and postcode _____

Telephone _____

Fax _____

E-mail _____

Your APAC (insert **x** in **one** box)

04 Paymaster Fleetwood	<input type="checkbox"/>	05 HMRC	<input type="checkbox"/>
06 DWP Newcastle	<input type="checkbox"/>	07 DWP Runcorn	<input type="checkbox"/>
08 FCO	<input type="checkbox"/>	09 Home Office	<input type="checkbox"/>
14 Ministry of Defence PPA	<input type="checkbox"/>	16 Department for Transport	<input type="checkbox"/>
17 Capita	<input type="checkbox"/>	18 BERR (formerly DTI)	<input type="checkbox"/>
40 Paymaster Metropolitan Police	<input type="checkbox"/>		

Return address - Where do you want the New Entrant to return the choice form?
(insert **x** in **one** box)

Employer at above address APAC Other

If **other** please give full address details including postcode

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Part B – New Entrant’s details (The pack will be sent directly to the new entrant)

New Entrant’s full name (incl title) _____

New entrant’s address and postcode _____

New entrant’s date of birth (dd/mm/yy) (if known)	<input type="text"/>	<input type="text"/>	<input type="text"/>
New entrant’s National Insurance number (if known)	<input type="text"/>	<input type="text"/>	<input type="text"/>

These details are very important and must be completed			
New entrants start date (dd/mm/yy)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pack required (insert x in one box)	Full	<input type="checkbox"/>	<input type="checkbox"/>
	Partnership	<input type="checkbox"/>	

New entrants with a visual impairment may benefit from receiving their pack in one of these formats. (insert x in one box)

Audio tape	<input type="checkbox"/>
Braille	<input type="checkbox"/>
Large print	<input type="checkbox"/>

Part C - Send this form to St Ives Direct.

e-mail	cspdorders@stivesdirect.com	St Ives Crayford Ltd
Fax	0870 0131694	St Ives Direct
Telephone	0870 0131693	Optima Park
		Thames Road
		Crayford
		Kent
		DA1 4QX