

Change in Employment Circumstances

Name

Membership Number

IMPORTANT INFORMATION: Please read before completing this form.

This form is to be used if the circumstances of your employment are changing (change in job, employer, salary, hours etc.). Please complete **Section A** with your previous employment details and **Section B** with your new employment details.

If you have any queries please contact our **Customer Services Department** on **0845 603 8085**.

This questionnaire may highlight changes in your circumstances which could affect your contract with the Society. The Society would advise you to take care to include any material fact in this questionnaire. A material fact is a piece of information, circumstance or fact that would be important to a decision or outcome such as payment of a claim. If you do not tell us about a material fact this could lead to any monies paid to the Society together with any claims made upon the funds thereof, being forfeited (as per rule B21 of your contract). If you are in any doubt as to whether a fact is material you should tell us about it.

Please send the completed form to:
Customer Services, Cirencester Friendly Society Limited, 5 Dyer Street, Cirencester, Glos. GL7 2PP

A Previous employment details

1. Employment and duties *(please tell us about your employment circumstances prior to the required change)*

a) Job Title

b) Duties *(please list below)*

2. Date of ceasing previous employment *(if applicable)*

B New employment details

3. Employment and duties *(please tell us about your new employment circumstances)*

a) Job Title

b) Duties *(please list below)*

4. Is your new employment: Employed Self-employed Partnership
Employed as a director within a private limited company

5. Date these changes came into effect

6. Are you on a fixed term contract? (If solely self-employed please tick 'no') Yes No

If 'yes' please give dates of commencement termination

Important note for Fixed Term Contract Workers

We can only cover your income for the period that you are earning during a fixed term contract. If you are still incapacitated at the time your fixed term contract ends, your sick pay will cease. If your fixed term contract has ended, you will not be able to claim and we will treat you as unemployed. This is because you will not be receiving any income from work and therefore we cannot replace income you would not have had. If you can prove that your contract would have been renewed, or you had a new contract to go to then your sick pay benefit will continue for the duration of the new contract.

7. Does your new employment involve work outside of the UK? Yes No

If 'yes' please provide details of where, duration and frequency

8. How many days a week will you work in your new employment? days

9. Please state your new annual work earnings

Employed (*gross salary*)

Self-employed (*your pre-tax earnings*)

Partnership (*your pre-tax earnings*)

If 'partnership' your percentage share of this profit

Employed as a director within a private limited company with not more than 3 other shareholder directors (*gross salary*)

If applicable, dividend payments received from the company's normal regular business in the last 12 months

10. Are you entitled to any earnings from work if you are off work due to illness or accident?

Yes No

If 'yes' please advise how much you would receive and for how long

Signed

Date

Full Name (BLOCK CAPITALS PLEASE)

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Cirencester friendly
The income protection people