

Payroll Technician Certificate

Face to face | Enrolment form

ALL STUDENTS SHOULD COMPLETE ALL SECTIONS WITHIN THIS ENROLMENT FORM

PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK AND SUBMIT TO THE CIPP

Title: Mr/Mrs/Ms/other (if other please specify)		Forename(s):		Surname/family name:	
Gender: ☐ M ☐ F	Date of birth:	Previous surname (if changed):			
Home address:				Please indicate which phone number you would like us to use:	
Postcode:				Work:	
				Home:	
				Mobile:	
Previous address if at above address for less than three years:				The CIPP communicates important information via email. Please indicate which email you would like us to use:	
Postcode:				Home:	
				Work:	

ONLY COMPLETE EMPLOYMENT SECTION IF CURRENTLY EMPLOYED

Legal name of employer:	Work address:
Employer trading name:	
Number of employees (approx):	
Manager's name:	
Phone:	
Email:	Postcode:

Job title:

Business sector/industry type: ☐ Accommodation and food service ☐ Accounting and auditing ☐ Administrative and support service ☐ Advertising ☐ Agency ☐ Agriculture forestry and fishing ☐ Architectural ☐ Arts, entertainment and recreation ☐ Bookkeeping ☐ Building societies ☐ Building ☐ Charities ☐ Committee ☐ Communications/media ☐ Construction ☐ Credit union ☐ Design	☐ Education and training ☐ Electricity, gas, steam, air conditioning supply ☐ Emergency services ☐ Engineering ☐ Extraterritorial organisation bodies ☐ Factory ☐ Film and photography ☐ Finance and banking ☐ Foreign affairs ☐ Fund management ☐ Historic house ☐ Holding companies ☐ HR services ☐ Human health and social work ☐ Independent consultancy service ☐ Information and communication	☐ Insurance and reinsurance ☐ Investments and trusts ☐ Justice, judicial and defence ☐ Law ☐ Local government ☐ Manufacturing ☐ Market research and public opinion ☐ polling ☐ Mining and quarrying ☐ NPO ☐ Pension services ☐ Professional body ☐ Public relations ☐ Real estate activities ☐ Research and experimental development ☐ Retail trade	☐ Security ☐ Shipping ☐ Software ☐ Sport and leisure ☐ Sports venue ☐ Tax consultancy ☐ Technical testing and analysis ☐ Translation and interpretation ☐ Transportation/storage ☐ Travel and tourism ☐ Utilities ☐ Veterinary ☐ Water supply, sewage, waste management, remediation activities ☐ Wholesale trade ☐ Other (please specify):
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Is the business a small and medium enterprise (SME) or a large organisation? ☐ SME (up to 250 employees) ☐ Large organisation (251+ employees)

Please indicate how many employees there are in your organisation if fewer than 250

ADDITIONAL INFORMATION

Have you previously applied to, or studied/trained with, the CIPP? ☐ Yes ☐ No If yes, please state your CIPP membership number:

What is your main reason for choosing this qualification?

☐ Career development ☐ CIPP member ☐ Convenience/timing ☐ Cost ☐ Course content ☐ Duration ☐ Employer requirement ☐ Increase confidence in day job
☐ Increase knowledge ☐ Increase professional standing ☐ Location ☐ New to payroll/pensions ☐ Out of the industry and want to return ☐ Prove ability to employer
☐ Reputation of CIPP ☐ Used CIPP before ☐ Other (please specify):

How did you hear about the CIPP?

☐ Advert ☐ CIPP event ☐ CIPP representative ☐ CIPP training course ☐ Conference ☐ Email ☐ Emedia bulletin ☐ Employer recommendation ☐ Findcourses.co.uk
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How did you become aware of our course?

☐ Advert in trade publication ☐ CIPP mailing ☐ Email ☐ Word of mouth ☐ Other (please specify):

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Payroll Technician Sample Test

Mark Birch,Ian Neil



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