

TO BE COMPLETED ON OR BEFORE THE FIRST DAY OF EMPLOYMENT

Employee details			
Surname:		Date of birth:	
First name(s)			
Preferred name:			
Address:		Contact no: Home:	
Postcode:		Mobile:	
Status (married, single, divorced, widowed, separated etc.)		NI number:	
Next of Kin:		Relationship:	
Address if different to above:		Contact no: Home:	
Postcode:		Mobile:	
		Work:	
Job details			
Job title:		P45 received? Yes / No Date:	
Job type (temp, permanent, casual, fixed-term, mat. cover)		Duration of temp contract?	
Is the post hourly or monthly paid?		If hourly paid, what is the starting rate per hour? If monthly, what is the annual salary?	£..... £.....
Bank details			
Name of bank:		Sort code:	XX - XX - XX
Address:			



	Postcode:	Tel. no:	
Type of account:		Account number:	

Signed: Position Date:

Signed: Staff Member Date: