

employee new starter form

Title (Mr/Mrs/Miss/Ms)	
Surname/family name	
First names	
Address	
Home Telephone no.	
Mobile Phone no.	
Date of birth	
Start date	
Bank/building society name	
Bank/building society address	
Bank sort code / SWIFT code	
Employee a/c/ no. @ bank/B.S.	
Beneficiary Name of Bank Account	
P45	
Enclosed	
Will be forwarded	
Not available – Reason (e.g. just left school/previously self-employed, etc.)	
NI no.	
Job title	
Department (if applicable)	
Contractual hours (delete where not applicable)	37.5.....per week
Arrangement of hours (ie. 8am – 5pm)	
Permanent/temporary. (If temporary state termination date of contract)	
Name of next of kin / Emergency contact	
Relationship	
Address of next of kin / contact	
Telephone no. of next of kin / contact	Home Work



Benefits		Details
Car	Yes/No	
Commission	Yes/No	
Other	Yes/No	
Any other relevant information (e.g. court and other orders <i>re</i> deductions/details of previous service, etc.)		
Addition to payroll authorised by:		
Name		
Title		
Date		

NB: The above information should be held both by Payroll and Admin/Personnel.

