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| <<Company Name>> New Starter Form |

Private and Confidential

All information on this form will be stored and processed in accordance with the Employee Privacy Notice.

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| --- | --- | --- | --- | --- |
| Personal Details | | | | |
| Full Name: |  | | Title: |  |
| Home Address: | | | Home Tel No: |  |
|  | | | Mobile No: |  |
|  | | | Date of Birth: |  |
| <Town> | | <Post Code> | Marital Status: |  |
| E-Mail address: |  | | NI No: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Work Details | | | | | |
| Start Date: |  | Probation Period: | |  | |
| Department: |  | Line Manager: | |  | |
| Position: |  | Term: |  | |  |
| Salary/Grade: |  | Status: |  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bank Details | | | | |
| Bank Name: |  | | Branch Name: |  |
| Branch Address: | | | Account No: |  |
|  | | | Sort Code: |  |
| <Town> | | <Post Code> |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Next of Kin Details | | | | |
| Full Name: |  | | Relationship: |  |
| Address: | | | Home Tel No: |  |
|  | | | Work Tel No: |  |
| <Town> | | <Post Code> | E-mail Address: |  |

|  |
| --- |
| Comments |
| <<Any adjustments required?>>  <<e.g. Qualifications>>  <<e.g. Languages>>  <<e.g. Training Requirements>> |

Please return the completed Personal Details Form to <<HR Administration>> as soon as possible.

|  |  |
| --- | --- |
| Employee Number Issued: |  |
| Printed Name: |  |
| Signature: |  |
| Date: |  |

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| --- | --- | --- |
| Document Checklist | | |
| **Document** |  | **Description/Comments** |
| Signed Contract |  |  |
| P45 |  |  |
| Evidence of right to work in UK |  |  |
| Induction Feedback Form |  |  |
| Equipment Receipt Form |  |  |
| Qualification Certificates |  |  |
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