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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: |  |       |

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

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

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| 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 |  |       |
|       |  |       |
|       |  |       |