Employee Details Form

Title		Mr / Mrs / Miss / Mr / Dr / Sir / Prof / The Rev. / The Hon.				
Forename/s		(no nick names)				
Surname	е					
Address						
		Postcode				
Telephone		Mobile				
Email						
Sex		male / female				
Marital	Status	single / married / divorced / widow / civil partnership / other				
Previous	Surname					
Date of Birth		/ Disabled yes / no				
Nationa	lity					
Ethnic Origin		white european / afro caribbean / asian / other				
N.I. Number						
Next of Kin						
Name		Relation to you				
Telepho	ne	Mobile				
Employee Statement						
You need to select only <u>one</u> of the following statements A, B, or C.						
0	Α	This is my first job since last 6 April and I have not been receiving taxable Jobseekers Allowance, Employment & Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.				
		This is now my only job, but since last April 6 I have had another job, or received taxable Jobseekers Allowance, Employment & Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension. P45 required, please tick to confirm P45 attached				
	С	As well as this job, I have another job or receive a State or Occupational Pension.				
D	L					
	Do you have a Student Loan which is not fully repaid and all of the following apply:					
You left a course of higher education before last 6 April. You received your first Student Loan instalment on or after 1 September 1998.						

Yes 🗖

No 🗖

Bank Details

Bank Name			
Bank Address			
		Postcode	
Name/s on account			
Sort Code			
Account Number			
Pleas	e sign below to confirm the	e information provided on this form is tr	ue and accurate
Signature		/	
	Ī	Employer to Complete	
Start Date	/	First Pay Date	
Job Title			
Employment Status full-time / part-time / temporary / contractor			
Contracted Hours	hrs per	week / fortnight / four weeks / month	1
Payment Frequency	weekly/ fortnightly / 4 w	veekly / monthly	
Payment Method	bacs / chq / cash	P45 Required/Enclosed	Yes / No
	to Validate National Insur Card, HMRC or DWP Corre		
	to Validate Full Name Spe icence, National Insurance (lling Card, HMRC or DWP Correspondence)	
Official Document Issui	ng Country		
Official Document Num (e.g. Passport or Driving			