New Starter

Employee surname _____ Mr/Mrs/Miss/Ms _____

Employee forename(s) _____

Date of birth _____ Start date _____

Personal details

Job title _____

Address _____

_____ Postcode _____

Next of kin _____ Spouse/Partner/Other _____

Tick as appropriate: P45 enclosed ☐   NI Exempt Cert enclosed ☐   P46 enclosed ☐   Driving license ☐

Bank details

Bank name _____ Bank sort code _____

Bank branch _____ Bank account number _____

Bank account name _____ Roll number _____

Employment terms

Annual salary _____ Hourly Rate _____

Contract hours _____

Pension details to be sent (date) _____