

## NEW EMPLOYEE FORM



<b>TITLE:</b>	<b>SURNAME:</b>
<b>FIRST NAMES:</b>	<b>DATE OF BIRTH:</b>
<b>MARITAL STATUS: Single/Married/Divorced/Widowed</b>	
<b>ADDRESS (in UK):</b>	<b>TELEPHONE:</b>
	<b>MOBILE:</b>
	<b>EMAIL:</b>
<b>NEXT OF KIN:</b>	<b>RELATIONSHIP:</b>
<b>ADDRESS:</b>	<b>TELEPHONE:</b>
<b>START DATE:</b>	<b>NATIONAL INSURANCE NUMBER:</b>
<b>JOB TITLE:</b>	<b>DEPARTMENT:</b>
<b>BANK DETAILS:</b>	
<b>ACCOUNT NAME:</b>	
<b>BANK NAME:</b>	<b>BRANCH:</b>
<b>ACCOUNT NUMBER</b>	<b>SORT CODE:</b>

<b>EMPLOYEE NUMBER:</b>		
<b>SALARY: Hourly Rate</b>	<b>Salary</b>	
<b>TERMS:</b> Full Time up to 48hrs <div style="border: 1px solid black; width: 80px; height: 20px; margin-top: 5px;"></div>	Part Time up to 25hrs <div style="border: 1px solid black; width: 80px; height: 20px; margin-top: 5px;"></div>	up to 16hrs <div style="border: 1px solid black; width: 80px; height: 20px; margin-top: 5px;"></div>
<b>ADDITIONAL INFORMAION:</b>		
P45	P46	<b>Please select accompanying document</b>