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| **Personal Information** |
| Surname: |  | First Name:  |  | Middle Name(s): |  |
| Gender:  |  | Prefer not to say  |
| Address:  |  |
| County:  |  | Postcode: |  |
| Phone Number: |  | Additional Phone Number: |  |
| Email Address: |  |
| Date of Birth: |  | National Insurance Number: |  |
| Bank Account Name: |  | Account Number:  |  | Sort Code: |  |
| Please be aware that personal info including email address may be used for your access to: MS Teams/Payslip Portal/Training Communication. Please tick to confirm you accept:  |



**Employee New Starter Form**

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| **Emergency Contact Information** |
| Surname: |  | First Name:  |  |
| Contact Phone Number: |  | Alternative Contact Number: |  |
| Address: |  |
| County: |  | Postcode: |  |
| Relationship to contact: |  |
| Any disability or health info you feel we should know about i.e. severe nut allergy/epilepsy etc, so we can make reasonable adjustments to your working environment: |  |

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| **Job Information – to be filled out by manager** |
| Job Title: |  | Supervisor: |  |
| Department: |  | Work Location: |  |
| Start Date: |  | Salary/Hourly Rate: |  |
| Employee Type CT/CC/C: |  | Probation Period Ends: |  |
| Working Pattern: |  | Accrued Hours Form |
| Proof of previous qualifications/training | References if applicable  |
|  |  |  |  |
| **Job Information – to be filled out by accounts** |
| Employee ID/ Person Code: |  | Work Email:  |  |
| Proof of work in the UK (passport)  |  | HMRC new starter form |  | Completed induction checklist |  |
| Assets given ie laptop/phone/keys: |  |
| Seasonal Workers Teams Access Given |  |