

## Employee New Starter Form

### Personal Information

Surname:	First Name:	Middle Name(s):
Gender:	Prefer not to say <input type="checkbox"/>	
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: <input type="checkbox"/>		
Core Casual & Casual employees will be added to MS Teams using their personal email address' which will be visible to all other employees. Please tick to confirm you consent or if you wish for an alternative email be set up for Teams purposes only.		
I consent <input type="checkbox"/> I do not consent – please create an alternative email for me <input type="checkbox"/>		

### 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:	

### Job Information – to be filled out by manager

Job Title:	Supervisor:
Department:	Work Location:
Start Date:	Salary/Hourly Rate:
Employee Type CT/CC/S:	Probation Period Ends:

Working Pattern:	Accrued Hours Form	<input type="checkbox"/>
Proof of previous qualifications/training	References if applicable	<input type="checkbox"/>

### **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
Assets given ie laptop/phone/keys:	Completed induction checklist
Teams Access Given	