

New Employee Details

Company Name																	
Employee Ref. Number																	
Title (Mr, Mrs, Miss, Ms or other title)																	
Full Official Name (Including all forenames)																	
Marital status																	
Address																	
Date of birth																	
Director or Employee																	
Start date (also director start date if applicable)																	
Department/Cost Centre																	
National Insurance No.																	
Passport Number (if used in employment process)																	
Method of payment	Cash/Cheque/BACS																
Frequency of payment																	
Annual salary																	
Other fixed payments/deductions																	
Pension Contributions	Employee: Employer:																
Hourly rate																	
Contracted Hours																	
Days & Hours worked	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>Day</td> <td>M</td> <td>T</td> <td>W</td> <td>T</td> <td>F</td> <td>S</td> <td>S</td> </tr> <tr> <td>Hours</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Day	M	T	W	T	F	S	S	Hours							
Day	M	T	W	T	F	S	S										
Hours																	
Bank details (If payment by BACS)	Bank Name: Sort Code: <input style="width: 50px; height: 15px;" type="text"/> <input style="width: 50px; height: 15px;" type="text"/> <input style="width: 50px; height: 15px;" type="text"/> Account No: <input style="width: 50px; height: 15px;" type="text"/> <input style="width: 50px; height: 15px;" type="text"/> <input style="width: 50px; height: 15px;" type="text"/> <input style="width: 50px; height: 15px;" type="text"/> <input style="width: 50px; height: 15px;" type="text"/> <input style="width: 50px; height: 15px;" type="text"/> <input style="width: 50px; height: 15px;" type="text"/> Account Holder Name:																

New Employee Details

P45 Supplied	YES / NO
<p>Your Present Circumstances</p> <p>Please tick the statement below that applies to your present circumstances:</p> <p>A. This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension <input style="float: right;" type="checkbox"/></p> <p>B. This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension. <input style="float: right;" type="checkbox"/></p> <p>C. I have another job or receive a state or occupational pension. <input style="float: right;" type="checkbox"/></p>	
<p>Student Loan</p> <p>Please confirm below if you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan. (Does not apply if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.)</p> <p>Please select YES / NO</p>	
Employee signed	Date