**Company Name**

**New Starter Form**

**Personal Details**

|  |  |
| --- | --- |
| Title: |  |
| Full Name: |  |
| Home Address: |  |
| Home Telephone Number: |  |
| Mobile Number: |  |
| Email Address: |  |
| Date of Birth: |  |
| Marital Status: |  |
| National Insurance Number: |  |

**Employment Details**

|  |  |
| --- | --- |
| Start Date: |  |
| Department: |  |
| Employee Number: |  |
| Position: |  |
| Line Manager: |  |
| Probationary Period: |  |
| Term: |  |
| Status: |  |
| Salary/Grade: |  |

**Bank** **Details**

|  |  |
| --- | --- |
| Name of Bank: |  |
| Bank Address: |  |
| Account Number: |  |
| Sort Code: |  |

**Next of Kin**

|  |  |
| --- | --- |
| Full Name: |  |
| Relationship: |  |
| Address: |  |
| Home Telephone Number: |  |
| Mobile Telephone Number: |  |
| Email Address: |  |

Please return the completed New Starter Form to [***insert name and job title***]

**Copies of relevant documents received**

|  |  |
| --- | --- |
| **Document** | **Received (*R*) / Awaiting Document (*AD*)** |
| Signed Contract |  |
| P45/New Starter Checklist |  |
| Evidence of right to work in the UK |  |
| Induction Feedback Form |  |
| Equipment Receipt Form |  |
| Qualification Certificates |  |

Signed: [***to be signed by Line Manager/HR Department***]

Print Name:

Date:

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