

# New Starter



Employee surname Mr/Mrs/Miss/Ms

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Employee forename(s)

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Date of birth Start date

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## Personal details

Job title

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Address

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Postcode

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Next of kin Spouse/Partner/Other

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Tick as appropriate: P45 enclosed  NI Exempt Cert enclosed  P46 enclosed  Driving licence

## Bank details

Bank name Bank sort code

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Bank branch Bank account number

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Bank account name Roll number

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## Employment terms

Annual salary Hourly rate

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Contracted hours

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Pension details to be sent (date)

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