



New Employee Personal Information and Bank Details

THIS INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL

PERSONAL DETAILS:		
DATE OF JOINING COMPANY		
TITLE (Mr, Mrs, Miss Etc)		
FIRST NAMES		
SURNAME		
LIKE TO BE KNOWN AS		
HOME ADDRESS		
POST CODE		
HOME TELEPHONE NO.		
MOBILE NUMBER		
DATE OF BIRTH		
NATIONAL INSURANCE NO.		
P45 (delete as applicable)	ENCLOSED / TO FOLLOW	
NEXT OF KIN DETAILS:		
NAME OF NEXT OF KIN		
RELATIONSHIP TO NEXT OF KIN		
NEXT OF KIN CONTACT ADDRESS		
NEXT OF KIN EMERGENCY DAYTIME AND EVENING TELEPHONE NUMBERS	DAYTIME	EVENING
BANK DETAILS:		
BANK NAME		
BANK ADDRESS		
SORT CODE		
ACCOUNT NUMBER		
ACCOUNT NAME		
BUILDING SOCIETY REFERENCE NO (if applicable)		