New Starter Details Form

Personal data: restrict access to HR and payroll, and keep it in line with your privacy notice.

Personal details

Title	
First name *	
Surname *	
Date of birth *	_____ / _____ / _____
Home address *	
Postcode *	
Mobile number *	
Personal email address	

Emergency contact

Emergency contact name *	
Relationship	
Emergency contact phone *	

Payroll

National Insurance number *	
Starter statement *	☐ A - first job since 6 April ☐ B - only job now ☐ C - another job or pension
Student loan to repay? *	☐ Yes ☐ No
Student loan plan	☐ Plan 1 ☐ Plan 2 ☐ Plan 4 ☐ Postgraduate loan ☐ Not applicable
Bank account name	
Sort code	
Account number	

Declaration

I confirm the information I have given is correct and I will tell the business about any changes.

Employee signature *	
Date *	_____ / _____ / _____

* Required