



# NEW STARTER FORM



### 1. Personal details:

First Name:	
Surname:	
Job Title:	
Date of Birth:	
Phone Number:	
Mobile Number:	
Email	
Home address:	
Post Code:	
NI Number:	

### 2. Uniform details:

Polo Shirt Size: (Maximum Polos & T Shirts = 5No.)		Qty:	
T- Shirt Size: (Maximum Polos & T Shirts = 5No.)		Qty:	
Hi Vis (waist coat) Size:			
Safety Boots Size:		Opt. for £14.00 contribution towards safety boots.	
You are required to dress appropriately to your role within the company and/or for your working environment. Examples of this would be the wearing of Protective Equipment or other clothing in order to comply with any Health & Safety policy.			



### 3. Documents:

Enclosed Documents:

P45:

☐ Yes ☐ No

NI Exempt Cert:

☐ Yes ☐ No

P46 Enclosed:

☐ Yes ☐ No

Driving Licence:

☐ Yes ☐ No

### 4. Bank details:

Bank Name:

Branch:

Sort Code:

Account Number:

Account Name:

Roll Number:

### 5. Office Use Only:

Salary / Hourly Rate:

Start Date: