

Employee starter form – employee to complete

All sections must be completed

Employee details

Bellerbys <input type="checkbox"/>	ISCs <input type="checkbox"/>	Embassy <input type="checkbox"/>	Study Group <input type="checkbox"/> <i>(please tick)</i>
Title: Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> <i>(please tick)</i>			
First name		Job title	
Middle names		Department	
Surname		Centre	
Known as		Date of birth <i>(dd/mm/yyyy)</i>	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> <i>(please tick)</i>		Do you have a P45: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(please tick)</i> If no, please complete P46.	
Address		National Insurance number	
		National Insurance exemption: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(please tick)</i>	
		Passport number	
Postcode		Passport expiry date	
Home telephone number		Passport country of issue	
Mobile telephone number		Nationality	
Email address		Visa: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(please tick)</i>	
		TRN no (Teachers only)	

Bank/Building Society details

All salary payment are made by BACS, please complete the following:

Name of Bank/Building Society	
Name of account holder	
Sort code	Account number
Building Society Roll Number <i>(This number must be quoted if account held with a building society)</i>	

Emergency contact information

Please provide details for two people you should wish to be contacted in case of an emergency

Name 1	Name 2
Relationship	Relationship
Address	Address
Home telephone number	Home telephone number
Mobile telephone number	Mobile telephone number
Email address	Email address

Additional comments

--

Completed form must be physically or electronically signed and dated

Signed	Date

Please return this form via email or post as soon as possible to your HR contact

Data on all SG UK staff is held on computer. The Company aims to fulfil its obligations under the Data Protection Act 1998