

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

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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