



EMPLOYEE INPUT FORM

1. PERSONAL DETAILS

Surname:		Initials:		Title :		Known as :		
First two Names :				Spouse Names :				
Physical Address								
						Postal Code :		
Postal Address								
						Postal Code :		
Home Tel:		Home Language:		Nationality : (Citizenship)				
Cell number:								
Date of Birth :								
ID Number : *				If foreign ID, state country :				
Passport Number :				If foreign passport, state country :				
Population Group :	African	Coloured	Gender :	M	Marital Status :	S	M	No of Dependents (Children under 21)
	Indian	White		F		D	W	
Disability :	Y	N	If yes, specify :					

2. Personal tax information (mandatory)

Are you registered for income tax?	Yes	No
If yes, what is your income tax number		

3. EMPLOYMENT DETAILS

Starting date :	Job title :	Department:
-----------------	-------------	-------------

4. SUPPLEMENTARY INFORMATION

• Spouse's details (1) :

Surname		Names	
ID No	Employer	Contact Tel. No	Occupation

• **Next of kin (if not spouse - NB : not living at same address)**

Surname		First Two Names		Relationship	
ID No	Employer		Tel no.		Occupation
Physical Address					Postal Code :

* **Attach copy of I.D.**

--

5. CONSENT FOR CRIMINAL AND CREDIT CHECKS

I _____ hereby authorise the Sprinthive to conduct a criminal and/or credit check at any time during my employment.

Employee's Signature :
Date:

6. FOR OFFICE USE:

Monthly salary:	Days Annual Leave per year:
-----------------	-----------------------------

Checked by:

Name and Surname

Signature

Date