

LOGO

Organization Name

Employee Address

Employee Report



Employee Code:

Employee Name:

Department:

Designation:

Sl No.	Type	Particulars
1	Employee Code	
2	Employee Name	
3	Gender	
4	NI Number	
5	Date of Birth	
6	Marital Status	
7	Nationality	
8	Email	
9	Contact Number	
10	Alternative Number	
11	Department	
12	Designation	
13	Date of Joining	
14	Employment Type	
15	Date of Confirmation	
16	Contract Start Date	
17	Contract End Date	
18	Job Location	
19	Job Title	
20	Start Date	

Sl No.	Type	Particulars
21	End Date	
22	Year of Experience	
23	Job Description	
24	Next of Kin Contact Name	
25	Next of Kin Contact Relationship	
26	Next of Kin Contact Email	
27	Next of Kin Contact Number	
28	Next of Kin Contact Address	
29	COS Number	
30	COS Number Start Date	
31	COS Number End Date	
32	Present Address	
33	Proof Of Present Address	
34	Passport No.	
35	Nationality	
36	Place of Birth	
37	Passport Issued By	

SI No.	Type	Particulars
38	Passport Issued Date	
39	Passport Expiry Date	
40	Passport Eligible Review Date	
41	Passport Document	
42	Is this your current passport?	
43	Passport Remarks	
44	BRP Number	
45	Nationality	
46	Country of Residence	
47	Visa Issued By	
48	Visa Issued Date	
49	Visa Expiry Date	
50	Visa Eligible Review Date	
51	Visa Document	
52	Visa Remarks	
53	Bank Name	
54	Branch Name	
55	Sort Code	
56	Account Number	