[Company Name / Logo]

New Employee Starter Form

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| **Employee’s personal details** | | | | |
| **Surname** |  | **Mr/Mrs/Miss** | |  |
| **Forenames** |  | | | |
| **Address** |  | **Postcode** |  | |
| **Telephone number** |  | | | |
| **Date of birth** |  | | | |
| **National insurance number** |  | | | |

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| **Next of kin** | | | |
| **Name** |  | | |
| **Relationship (to you)** |  | | |
| **Address** |  | **Postcode** |  |
| **Telephone number** |  | | |

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| **Bank details** | | | | | |
| **Bank name** |  | | | | |
| **Bank address** |  | | | | |
| **Account number** |  | **Sort code** | |  | |
| **Roll number (building society)** |  | | | | |
| **Employee’s signature** |  | | **Date** | |  |

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| **Employment details (all fields to be completed by line manager)** | | | |
| **Date of start** |  | | |
| **Job title** |  | | |
| **Contracted hours** |  | **Salary** |  |
| **Location code** |  | **Cost centre code** |  |
| **Nominal code** |  | | |
| **Attached P45 or HMRC new employee checklist?** |  | | |

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| **Authorising signature** |  | **Date** |  |