

Company Name Personal details:

New Employee Form

Surname	<input type="text"/>	Title (eg Mr)	<input type="text"/>
Forename 1	<input type="text"/>	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Forename 2	<input type="text"/>	Married	<input type="checkbox"/>
Preferred name	<input type="text"/>	Date of birth	<input type="text"/>
Address	<input type="text"/>	Photo	<input type="text"/>
Post Code	<input type="text"/>		
Telephone	<input type="text"/>		
Mobile	<input type="text"/>		
E-mail	<input type="text"/>		

Work & Pay:

Job title	<input type="text"/>	Date started	<input type="text"/>
Department	<input type="text"/>	Pay rate	<input type="text"/>
Works Number	<input type="text"/>	Pay frequency	Wk <input type="checkbox"/> 2-Wk <input type="checkbox"/> 4-Wk <input type="checkbox"/> Mth <input type="checkbox"/>
NI Number	<input type="text"/>	Pay method	Bank <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/>
NI Table Letter	<input type="text"/>	Bank name	<input type="text"/>
Tax Code	<input type="text"/>	Sort code	<input type="text"/>
Wk1 / Mth1 basis	<input type="checkbox"/>	Account name	<input type="text"/>
Director	<input type="checkbox"/>	Account number	<input type="text"/>
		Payment ref.	<input type="text"/>
		<small>(if supplied by the bank)</small>	

P45 from previous employment:

PAYE Office Number	<input type="text"/>
PAYE Office Reference	<input type="text"/>
Leaving date	<input type="text"/>
Continue Student Loan	<input type="checkbox"/>
Tax code at leaving	<input type="text"/>
W1/M1 basis	<input type="checkbox"/>
Was paid monthly	<input type="checkbox"/>
Wk/Mth of last P11	<input type="text"/>
Pay to date	<input type="text"/>
Tax to date	<input type="text"/>

Terms of employment:

Hours work per week	<input type="text"/>
Paid overtime	<input type="checkbox"/>
Weeks notice required.	<input type="text"/>
Days sick on full pay	<input type="text"/>
Retirement age	<input type="text"/>
May join pension scheme	<input type="checkbox"/>
Days holiday per year	<input type="text"/>
Max carry over days	<input type="text"/>
Days Holiday in first year	<input type="text"/>

If there is no P45:

- A - This is the employee's first job since last 6 April and he/she has not been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension.
- B - This is now the employee's only job, but since last 6 April he/she has had another job, or has received taxable Jobseeker's Allowance or Incapacity Benefit. He/she does not receive a state or occupational pension.
- C - The employee has another job or receives a state or occupational pension
- Don't know

Additional Information / Notes / History

Employee signature _____ Date _____