

You need to remove/amend all the red text in this document.
Do not forget to print this letter on your company letterhead or add your logo.
Keep a signed copy of this document on the employees H.R. file.

NEW EMPLOYEE DETAILS FORM

Guidance For Managers:

Ensure that you have read and understand **[The Company's]** data protection policy and relevant internal privacy notices. Any personal data collected from new employees must be processed in accordance with the procedures and rules set down in these documents.

Inappropriate access or disclosure of personal data will constitute a data breach. Any breach should be immediately reported to **[The Company's]** Data Protection Officer **[Insert Name]** in accordance with the **[The Company's]** data protection policy.

All reported data breaches will be fully investigated and may lead to sanctions under the Company's disciplinary procedure.

PERSONAL INFORMATION

Title:	
Surname:	
Forename:	
Middle Name:	
Known As:	
Home Address:	
Date of Birth:	
Landline Number:	
Mobile Phone:	
Personal E-Mail:	

JOB INFORMATION

Job Title:	
Department:	
NI Number:	
Date Employment Commenced:	
Starting Salary:	

EMERGENCY CONTACT DETAILS

Name of Contact:	
Address:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Relationship:	

Name of Contact:	
Address:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Relationship:	

BANK DETAILS FOR PAYROLL PURPOSES

Name of Bank:	
Branch Name:	
Address:	
Account Name:	
Account Number:	
Sort Code:	

OFFICE USE ONLY

Interview Date:	
Offer Sent:	
Offer Accepted:	
Start Date:	
Referees Obtained?	
DBS Complete?	
Date Of Completed Induction:	
Date Of First Scheduled Appraisal:	