

EMPLOYEE RECORD

SECTION 1 - PERSONAL DETAILS

| | | |
|---------------|----------------------|-------------------------------|
| Surname | <input type="text"/> | <input type="text"/> |
| Forenames | <input type="text"/> | Phone No <input type="text"/> |
| Address | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | Postcode <input type="text"/> |
| Home Tel No | <input type="text"/> | <input type="text"/> |
| Email Address | <input type="text"/> | <input type="text"/> |
| Date of Birth | <input type="text"/> | <input type="text"/> |
| Passport No | <input type="text"/> | <input type="text"/> |

SECTION 2 - CONTACT

| | | |
|----------------------------------|----------------------|-------------------------------|
| Next of Kin | | |
| Surname | <input type="text"/> | <input type="text"/> |
| Address | <input type="text"/> | Postcode <input type="text"/> |
| Telephone No | <input type="text"/> | <input type="text"/> |
| Relationship to Employee | <input type="text"/> | <input type="text"/> |
| Emergency contact details | | |
| Surname | <input type="text"/> | <input type="text"/> |
| Address | <input type="text"/> | Postcode <input type="text"/> |
| Telephone No | <input type="text"/> | <input type="text"/> |
| Relationship to Employee | <input type="text"/> | <input type="text"/> |

SECTION 3 - DOCTOR

| | | |
|---------|----------------------|-------------------------------|
| Name | <input type="text"/> | <input type="text"/> |
| Address | <input type="text"/> | Postcode <input type="text"/> |

SECTION 4 - BANK DETAILS

| | | |
|--------------|----------------------|--------------------------------|
| Name of Bank | <input type="text"/> | <input type="text"/> |
| Address | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | Postcode <input type="text"/> |
| Account No | <input type="text"/> | Sort Code <input type="text"/> |
| Account Name | <input type="text"/> | <input type="text"/> |

SECTION 5 - POSITION DETAILS

Position Title

Department

Start Date

Grade

Overtime rate

Hours per week

Annual holidays

Pension scheme

Company car details

Permanent or temporary?

If temporary state for how long

Other Details

SECTION 6 - GENERAL INFORMATION

Protective Wear

Item

Item

Item

Item

Documents copied to Personnel File

Birth Certificate

Reference

SECTION 7 - LEAVING

Date of Leaving

Re-employ?

Yes No

/ per
ent

Start/finish times

holidays

insurance

Yes No

Initial

Initial

Initial

Initial

Other ID