

# 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

<b>Next of Kin</b>		
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"/>
<b>Emergency contact details</b>		
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

urance

Yes  No

 Initial  Initial  Initial  Initial 

Other ID