

**Private and Confidential**

# New Starter Information Form

Part 1 (to be completed by employee on day of starting)

Surname	
First Name(s)	
Title	Mr Mrs Ms                      Other (please specify) (Delete as appropriate)
Job Title	
Sex	
Date of Birth	
Salary	
Address:	
Marital Status	
Number of Children	
Telephone Number	Home                      Evening                      Mobile
Name of Next of Kin	
Address of Next of Kin (if different from above)	
Next of Kin Telephone	Daytime                      Evening
Employment Start Date	

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### Payroll Deduction Authorisation

Part 2 (to be completed by employee after interview with benefits consultant)

Surname	First Name(s)	Date Employment Commenced
Details Of Any Other Current Employment		
Bank Details	Name of Bank Address  Sort Code	Account Number
National Insurance Number		
Tax Code		
Rate Of Pay		
Weekly Contracted Hours		
Group Personal Pension Plan Deduction	£	
Private Medical Insurance Deduction	£	
Details Of Any Other Deductions e.g. student loan etc	Amount	Reason

I authorise to deduct the above amounts from my salary.

Signed  
(By new employee)

Date

Payroll authorisation

Signed  
(Manager)

Date