|  |  |  |
| --- | --- | --- |
| **Employee Personal Details**  | Surname |  |
| Forename(s) |  |
| Date of Birth |  |
| National Insurance No. |  |
| **Emergency Contact /****Next of Kin** | Name |  |
| Address |  |
| Relationship to you |  |
| Telephone |  |
| **Bank Details**  | Bank/Building Society Name |  |
| Sort Code |  |
| Account Number/ Building Society Personal Ref |  |

Information entered on this form will be treated as personal and confidential, and processed in accordance with the General Data Protection Regulation (GDPR) and associated data protection legislation.

**Temporary Worker declaration:**

Please read and sign the following declaration:

By signing below, I am confirming that the details provided in this form are correct.

I consent to the information given in this form being stored and processed in accordance with the above mentioned General Data Protection Regulation (GDPR) and associated data protection legislation.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature(Please key name and date if completing electronically) |  | Date: |  |

In addition to completing and returning this form, please ensure you provide either a P45 from a previous employer, or complete the HMRC New starter checklist form (replaced P46)