***Please also see Safer Recruitment Checklist***

|  |  |
| --- | --- |
| First Name: |  |
| Family Name:  |  |
| Known as (if different): |  |
| Gender:  |  |
| No of dependents and age:  |   |
| Date of birth:  |  |
| Position: |  |
| Usual place of work: |  |
| Start date: |  |
| Name of Line Manager:  |   |
| Payroll number: |  |
| Post number: |  |
| Grade/Salary: |  |
| Contracted hours: |  |
| Known allergies: |  |

|  |
| --- |
| Insert recent photo of Staff  |

Signature:

Initials:

|  |  |
| --- | --- |
| Ethnicity:  |  |
| Nationality: |  |
| Right to work in the UK:  | Passport / document ref no.  |  |
| Expiry date: |  |
| Date seen:  |  |
| Copy on file:  |  |
| Disability:  |  |

|  |
| --- |
| Home address:  |

|  |
| --- |
| Emergency contact:  |

|  |  |
| --- | --- |
| Address:  |  |
| Post code |  |
| Landline:  |  |
| Mobile:  |  |
| Email:  |  |
| Next of kin: |  |
| Tel no:  |  |

|  |  |
| --- | --- |
| Name: |  |
| Relationship:  |  |
| Address: |   |
| Post code: |  |
| Home: |  |
| Mobile:  |  |
| Email: |  |

|  |
| --- |
| Any additional or significant information:  |
|  |