***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: |
|  |