[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Employee Information Form

Personal, contact, emergency, bank, education and employment details for a new starter, kept on the employee file.

Employment details

Field	Entry
Employee name	**[Employee name]**
Employee ID	**[Employee ID]**
Role	**[Role]**
Department	**[Department]**
Start date	**[Start date]**
Work location	**[Work location]**
Line manager	**[Manager name]**

Employment type (tick one):

☐	Full-time	☐	Part-time
☐	Fixed-term	☐	Temporary

Personal details

Field	Entry
Full name	**[Full name]**
Preferred name	**[Preferred name]**
Date of birth	**[Date of birth]**
Home address	**[Home address]**
Town or city	**[Town or city]**
Postcode	**[Postcode]**
Personal phone	**[Phone number]**
Personal email	**[Email address]**
Alternative phone	**[Alternative phone number]**

Emergency contact

The person we should contact first if something happens to you at work.

Field	Entry

[Company name]

Contact name	**[Emergency contact name]**
Relationship to you	**[Relationship to employee]**
Phone	**[Emergency contact phone]**
Address	**[Emergency contact address]**

Next of kin

Give next of kin details even if they are the same person as your emergency contact.

Field	Entry
Name	**[Next of kin name]**
Relationship to you	**[Relationship to employee]**
Phone	**[Next of kin phone]**
Address	**[Next of kin address]**

Bank details

Bank details are used only to pay your salary. Check them carefully before you hand this form in.

Field	Entry
Bank name	**[Bank name]**
Account holder name	**[Account holder name]**
Account number	**[Account number]**
Branch code or sort code	**[Branch code or sort code]**
Bank address	**[Bank address]**

Education and qualifications

Qualification	Institution	Year completed	Result or grade
[Qualification]	**[Institution]**	**[Year]**	**[Grade or result]**
[Qualification]	**[Institution]**	**[Year]**	**[Grade or result]**
[Qualification]	**[Institution]**	**[Year]**	**[Grade or result]**

Employment history

List your most recent roles first.

Employer	Role	From	To	Reason for leaving
[Employer]	**[Role]**	**[Start date]**	**[End date]**	**[Reason for leaving]**
[Employer]	**[Role]**	**[Start date]**	**[End date]**	**[Reason for leaving]**
[Employer]	**[Role]**	**[Start date]**	**[End date]**	**[Reason for leaving]**

[Company name]

Other information

Do you hold a current driving licence?

☐	Yes	☐	No

Do you have any access needs or adjustments we should know about?

☐	Yes	☐	No

If yes, give details:

Field	Entry
Access needs or adjustments	**[Enter details]**

Declaration and signature

I confirm that the information on this form is complete and correct to the best of my knowledge. I will tell **[Company name]** promptly if any of these details change.

Field	Entry
Signature	**[Signature]**
Date	**[Date]**