



BUTCHER & EDMONDS

EMPLOYEE RECORD FORM

Please complete sections one and two and return to your Manager

SECTION ONE

NAME
ADDRESS
POST CODE
HOME TELEPHONE
MOBILE TELEPHONE
EMAIL ADDRESS
DATE OF BIRTH
MARITAL STATUS
NATIONAL INSURANCE NUMBER
NATIONALITY
ARE THERE ANY RESTRICTIONS ON YOUR HEALTH THAT MAY RESTRICT YOU IN GENERAL DUTIES
I.E. LIFTING/CARRYING/CLEANING.
HAVE YOU ANY PRE BOOKED HOLIDAYS
IF SO PLEASE STATE DATES



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SECTION ONE (Cont'd)

PLEASE SUPPLY THE NAME OF A CONTACT WHO CAN PROVIDE A REFERENCE FROM EACH OF YOUR TWO MOST RECENT EMPLOYERS (as applicable)

FIRST REFERENCE:	
COMPANY NAME	
ADDRESS	
CONTACT PERSON	
CONTACT PHONE NUMBER	
DATES OF EMPLOYMENT	
JOB TITLE	
REASON FOR LEAVING	
SECOND REFERENCE:	
COMPANY NAME	
ADDRESS	
CONTACT PERSON	
CONTACT PHONE NUMBER	
DATES OF EMPLOYMENT	
JOB TITLE	
REASON FOR LEAVING	



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SECTION TWO

MUST BE PROVIDED BY EMPLOYEE IN PERSON, PRIOR TO AND NO LATER THAN FIRST DAY OF EMPLOYMENT

NAME OF BANK
SORT CODE
NAME ON ACCOUNT
ACCOUNT NUMBER
UK DRIVING LICENCE NUMBER
DATE LICENCE ISSUED
ENDORSEMENTS ON LICENCE
PLEASE ENCLOSE A COPY OF BOTH PARTS OF LICENCE
PASSPORT/BIRTH CERTIFICATE (ORIGINAL): photocopy to be made
PROOF OF RIGHT TO WORK IN UK (ORIGINAL) (if applicable): photocopy to be made
PROOF OF ADDRESS (ORIGINAL) (driving licence, utility bill (not mobile phone): photocopy to be made
CONTACT DETAILS FOR NEXT OF KIN/EMERGENCY CONTACT: Name: Phone number: Relationship to applicant:

UK INCOME TAX AND OTHER DEDUCTIONS

You MUST select one of the following statements A, B or C (relates to UK)

A: This is my first job since last 6th April and I have not been receiving taxable Jobseeker's Allowance, taxable Incapacity Benefit, State or Occupational Pension

B: This is now my only Job but since last 6th April I have had another job, or received taxable Jobseekers allowance, Employment and support allowance or taxable incapacity Benefit. I do not receive a state or Occupational Pension

C: As well as my new job, I have another job or receive a State or Occupational Pension.



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SECTION TWO (Cont'd)

Do you have a student loan which is not fully repaid and all the following apply:

- You left a course of UK higher education before last 6 April.
- You received your first student loan instalment on or after 1 September 1998

Yes:

No:

PLEASE ATTACH YOUR P45 (if you haven't yet received it from your previous employer please give it to us as soon as you receive it)

PLEASE NOTE THAT IF WE DO NOT HAVE CORRECTLY COMPLETED INFORMATION THIS MAY DELAY YOUR SALARY PAYMENT

Employee's Signature Date

SECTION THREE

TO BE COMPLETED BY MANAGER

START DATE	
SALARY AND TIME FRAME	
JOB TITLE	
DAY/ NIGHT SHIFT (as applicable)	
HOURS OF WORK (if non standard for job)	

Manager's Signature Date