

**COMPANY NAME:**

**NEW EMPLOYEE FORM**

	Title	Forenames	Surname
Employee Name:			

Address:	
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	Day	Month	Year
Date of Birth:			

	Day	Month	Year
Date of starting employment:			

P45:	Yes/No
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National Insurance Number:	
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Married:	Yes/No
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Sex:	Male/Female
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Pay rate:	£	Per hour/week/month
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Basic number of hours:	Per week/month
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Overtime rate:	£
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Pay frequency:	Weekly/Monthly
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Other deductions (room etc)	£
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