New employee details

To be completed by the Employer

**Employer:** ……………………………………………………………………………

# Employee details

Title: (Mr/Miss/Ms/Mrs/Other)..... Marital Status: ................ Sex: M/F

Surname: ............................... Forename(s): ...........................................

Address: .............................................................................................  
........................................................................................................  
.......................................................................Postcode: ....................

Date of birth: ................... NI Number: .............................................

Start date: ...................... Do you provide a car? Y/N

P45 enclosed: Y/N New employee checklist enclosed? Y/N

Job title: ............................................................................................

# Immigration, Asylum & Nationality Act 2006

Which documents have you seen, checked and copied to comply with the Act?

**List A:** .......................... **Passport number:** .....................................  
(Documents which provide an ongoing excuse eg valid passport or full birth certificate & NI number evidence)

**Or list B:** ....................... **Passport number:** .....................................  
(Documents which provide an excuse for up to twelve months eg passport or travel document with time limited endorsements)

# Salary details for employees

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Pay date** | **Annual salary £** | **Scale** | **Point** | **Hours of work** | **FT hours** | **Hourly rate £** | **Weekly/ monthly pay** |
|  |  | **NB:** for Local Government pay scales only | |  |  |  |  |
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Voluntary deductions: ..............................................................................

Authorised Signature: ...................................... Date: ................................

# For office use only

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tax code number:** | | |  | **Pension/voluntary deductions:** | | |
| **New code** | **Week/month applied** | **Authorisation** |  | **Date** | **Amount £** | **Allowable Y/N** |
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