

PERSONAL DETAILS: PERMANENT / FTA NEW STARTS

PRIVATE AND CONFIDENTIAL

We would appreciate your co-operation in completing Section A of this form. This will enable us to put you on our payroll and to complete our personnel computer record. The information you give will be treated with the strictest confidence.

Please complete this form in black ink and in BLOCK CAPITALS, as it may be photocopied. Please return the completed form to HR Services, Great Glen House, Leachkin Road, Inverness IV3 8NW.

Section A

Surname: _____ Forename(s): _____ Title: _____

Middle name: _____ Preferred name: _____

N.I. No: Work permit number (if applicable): _____

Date of birth: _____ Marital status: _____

Nationality: _____ Country of birth: _____

Ethnic origin: _____ Correspondence language: _____

Are you a full time or part time student? (Please indicate which): _____

Address: _____

Postcode

Telephone (home): _____ (mobile): _____

Work pattern if known (tick the days you will normally be working):

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Are you a member of a Trade Union? Yes No

If 'Yes', please state which union: _____

Next of kin: _____ Relationship: _____

Address: _____

Postcode

Telephone (home): _____ (mobile/work): _____

Name of UK Bank/Building Society: _____

UK Branch Address: _____

Account no:

Sort code:

P45 attached Employee Statement attached