

**New Staff Personal Details:**

(doc 142)

**Name:**

**Date:**

		<b>Amendments:</b>
<b>Full name:</b>		
<b>Address:</b>		
<b>Home telephone number:</b>		
<b>Mobile number:</b>		
<b>WhatsApp</b>		
<b>Email</b>		
<b>Date of Birth</b>		
<b>Nationality</b>		
<b>First Language</b>		
<b>Qualifications</b>		
<b>Relevant Health Matters</b>		
<b>Any other information</b>		

## **Probationary Period - 4 month Interview**

This interview takes place between the Director (or her nominee) and the member of staff. If the 4 month Probationary Period has been satisfactorily completed, the member of staff will no longer be 'on probation'. If there is any reason to extend the Probationary Period, this should be stated on this form. If for any reason the Probationary Period cannot be agreed, please refer to the Policy and Procedures Manual.

Name of Member of Staff:

Date employment began:

Date of end of 4 month probationary period:

Has the probationary period been satisfactorily completed?.

Comments:

Signed by the Director (or nominee):

Date:

Signed by the member of staff:

Date:

## Payment Details

Name on Bank Account

Name of Bank or Building Society

Account Number

Sort Code

National Insurance No.

Tax Code

Any other relevant information

**Your P45 or equivalent:** *(please complete as appropriate):*

I have already given you my P45 or equivalent

I enclose my P45 or equivalent

I am unable to give you my P45 yet because:

I confirm that the above information is correct.

Signed:

Date:..

Name: .....  
*(please print)*