



PERSONAL DETAILS FORM

(To be completed on acceptance of an offer of employment)			
Offer letter dated		Position Offered	
Preferred Start Date		Contact number	
First name		Surname (in Capital Letters)	
Bank Details			
Bank Name		Account Number Account Name	-----
Branch and Address		Sort Code	___/___/___
Post Code			
<p>We provide staff with their payslips through an epay system – a secure online environment to view all payslips, P60's etc.</p> <p>Please provide an e-mail address where your log on details and notifications can be issued.</p>		Email address:	
Person to be contacted in an emergency/Next of Kin			
Name		Relationship	
Address			
Their Work Telephone Number		Their Home Telephone Number	
Signed		Dated	
Are you an Ex Serviceman or Reservist in any of the armed forces?			
Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If yes please give more details:			