NEW START DETAILS FORM

The Francis Frith Collection

TO BE COMPLETED and given to your Line Manager on your first day

The following information will be treated in the strictest confidence.

PERSONAL (Please complete in BLOCK CAPITALS)

Surname: SNELL	First Name(s): SUSAN
Address: MOORCROFT OAKLEY FARM	
DINTON SALISBURY	
WILTSHIRE	Postcode: SP3 5EU
Contact Tel. No: [redacted]	Date of Birth: 05/01/1966
National Insurance No: [redacted]	Start Date 06/08/2018 | Salar
Full Time/Part Time: 3 DAYS PER WEEK FOR 4 WEEKS, THEN FULL TIME THEREAFTER	
If Part Time indicate number of hours & which days to be worked	

Bank account details of where wages/ salary to be paid:

Name of Bank:	HALIFAX
Branch:	HIGH STREET SLEAFORD
Sort Code:	Account No:
Account Name:	MR C & MRS S Y SNELL

Next Of Kin Details:

Surname: SNELL	First Name(s): CHRISTOPHER
Contact Tel. No: [redacted]	Relationship: SPOUSE
Address: MOORCROFT OAKLEY FARM	
DINTON SALISBURY	
WILTSHIRE	Postcode: SP3 5EU

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omission disqualify me from employment or may render me liable to summary dismissal.

I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the al details.

Signature of new starter: [redacted]	Date: 04/07/2018
Frith Authorising Signature	Date:

Ref: x/personnel function / personnel forms/current forms/offering a position/ all/new start details