

Employee details form

Use this template below to welcome new team members to your company and collect the essential information to comply with employment law.

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Welcome to [Your Company Name]!

We are thrilled to have you join the [Your Company Name] team! As you embark on this exciting journey with us, we want to make sure we have all the necessary information to ensure a smooth and successful onboarding experience.

This Employee Details Form is designed to collect essential information about you, which will help us get to know you better, understand your needs, and ensure that you have everything you need to excel in your new role.

Please take a few moments to complete this form carefully and accurately. Your responses will remain confidential and will be used exclusively for onboarding and HR-related purposes.

If you have any questions or need assistance while filling out this form, don't hesitate to reach out to our HR department. We're here to support you every step of the way.

Thank you for choosing [Your Company Name] as your employer. We look forward to working together and building a successful future!

Personal details

First name

Last name

Date of birth

Nationality

Start date at [company name]

Home address

Address line 1

City

Postcode

Country

Phone number

Next of kin information

Next of kin's full name

Next of kin's relationship to yourself

Next of kin's phone number

Financial information

Bank name

Account number

Sort code

P45 -Please send your P45 to [HR department email address]

Right to work information

Passport Country

Passport number

National Insurance Number

Visa - Please send your visa, if any, to [HR department email address]

Save time on HR admin

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