GRAFTERS RECRUITMENT CONSULTANTS / GRAFTERS ACCOUNTANCY PERSONNEL PAYROLL SERVICES
NEW EMPLOYEE DETAILS

Gender & Title (Please Underline)	MALE / FEMALE Mr / Mrs / Ms
First Name(s)	
Surname	
Home Address	
Town	
Post Code	
Telephone Numbers	MOBILE : HOME :
E-mail Address	
Date of Birth	
National Insurance Number	
Method of Payment	CHEQUE or BACS (IF BACS PLEASE COMPLETE BELOW)
Name of Bank & Branch	
Sort Code (6 digits ONLY)	
Account Number (8 digits ONLY)	
Account Name	
Building Society Reference (IF APPLICABLE)	
P45 Available	Yes / No
P46: Please read all the following statements carefully & circle the one that applies	**A:** This is my first job since last 6 April & I have not been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a State or Occupational Pension OR **B:** This is now my only job, but since last 6 April I have had another job, or I have received taxable Jobseeker's Allowance, or taxable Incapacity Benefit. I do not receive a State or Occupational Pension OR **C:** I have another job or I receive a State or Occupational Pension OR **D:** Student Loans: If you left a course of Higher Education before last 6 April & received your first Student loaninstalmenton or after 1 September 1998 & you have not fully repaid your Student Loan tick box D. (If you are required to repay your Student Loan through your Bank or Building Society Account do NOT tick box D.) _____ Signature & Date I can confirm that all this information is correct. Signature …… Name in Capitals …… Date ……

ALL DETAILS MUST BE COMPLETED BY TEMPORARY TO ENSURE ACCURATE PAYMENT