**NEW EMPLOYEE REGISTRATION FORM FOR PAYROLL SERVICE**

|  |  |
| --- | --- |
| **Employer's Name** |  |
| **Employer’s Address** |  |
|  |
| **Employee Details** |
| **Full Name (inc Title Mr, Ms etc)** |  |
| **Address** |  |
|  |
|  | **Postcode** |  |
| **Tel No.** |  | **Mobile** |  |
| **Email Address**  |  |
| **Right to work in the UK?** | Y/N | **Evidence e.g. Passport No. P60 (keep copy)** |  |
| **NI No:** |  | **Date of birth** |  |
| **Emergency Contact (Name)****Relationship?** |  | **Tel No** |  |
| **Driving Licence Number** |  |
| **Employee’s Bank Account Details** (for paying wages) |
| Name of Bank (e.g. Halifax) |  |
| Name of Account Holder |  |
| Sort Code |  | Account No. |  |
|  |
| **Employee Signature** |  |
| **To be completed by Employer** |
| Hourly Rate | £14.00 | Sleepover Rate | £9.50 | Mileage Rate | 0.45 /mile |
| Sharing Mandate Completed  | Y/N | Starter Checklist Completed? | Y/N |
| PVG Membership No. |  |
| Contracted Hrs? |  | Variable Hours? |  |
| Shift Pattern (if known) | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| Start Date |  |
| **Signed** |  | **Date** |  |