



TO BE COMPLETED BY RECRUITING MANAGER

Work Location			
Employee Job Title/Trade/Grade			
Hourly Rate			
Start Date			
Duration			
Line Manager print & Sign			
Mandatory	Passport/Birth Certificate	<input type="checkbox"/>	CCNSG <input type="checkbox"/>

NEW STARTER FORM – TO BE COMPLETED BY THE EMPLOYEE

This form is for employment at Techno Engineering Limited t/a Jenkins & Davies Engineering (J&D)

1. Personal Details								
First Names								
Surname								
Address								
Postcode								
Date of Birth								
Email Address								
Home Telephone								
Mobile								
National Insurance Number								
Emergency Contact Name								
Emergency Contact Number								

2. HMRC Statement <i>You must select only one of the following statements A, B or C</i>		Please Tick
A	This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension	
B	This is now my only job, since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.	
C	As well as my new job, I have another job or receive a State or Occupational Pension.	
3. Student Loan		Do you have a Student Loan Yes/No

4. Bank Details <i>Your wages will be paid into this account</i>	
Bank Name	
Account Name	
Account Number	
Sort Code	

5. Medical Information	
Have you previously worked in an industry with high noise levels?	
Have you previously worked with vibrating tools?	
Please tell us about any medical conditions you may have that could affect you while working, or that we need to know about to keep you safe and healthy	
Please tell us about any medication you are currently taking and will be taking during your employment	

6. Documentation <i>Please enclose copies of the documents listed below</i>		Please Tick
Birth Certificate or Passport		
Driving Licence		
CCNSG Card		
P45 (if available)		
CV (if available)		
Training Records (as listed below)		
Application for Accommodation Allowance (if working away from home)		
Other (Please specify)		

7. Training and Qualifications*Please list relevant qualifications for which you have a valid certificate/card and attach a copy*

8. Declaration*Please read this and sign at the bottom*

- I confirm that all the information contained on this form is correct.
- I will notify J&D at info@jenkinsanddavies.com if any of the information on this form changes.
- I agree that the Working Time Regulations 1998 shall not apply to me and that my average working time may therefore exceed 48 hours per seven-day period.
- I agree to my payslip and correspondence being sent to the email address on this form.
- I confirm I have read the Data Protection Privacy Notice on www.jenkinsanddavies.com.
- I have the consent of my Emergency Contact for J&D to hold their contact details.

Signed	
Date	

Please return to your Line Manager or post to; Payroll Department, Jenkins & Davies Engineering, Waterloo Industrial Estate, Pembroke Dock, Pembrokeshire, SA72 4RR. Or email a scanned copy to info@jenkinsanddavies.com

All forms including documentation must reach the payroll office no later than 12 noon Wednesday, prior to starting. Any late or incomplete forms will be processed the following week and there will be a delay in your wages being paid.