

Personal Details Record Form

Information to be obtained from all new staff and passed onto line manager / supervisor.
Please ensure all information is completed in full.

Personal details	
Surname:	Forename(s):
Maiden Name if applicable:	Preferred Name (if applicable):
Title:	Male / female (delete as appropriate):
Date of birth:	
Home Address:	
Postcode:	
Home Telephone:	
Mobile:	

Emergency Contact Details:	
Surname:	Forename(s):
Title:	Preferred Name:
Relationship to employee:	
Contact address if different from above:	
Postcode:	
Home Telephone:	
Work Telephone:	
Personal Mobile:	
Work Mobile:	
Emergency Contact Two:	
Name:	

Relationship:
Home Telephone:
Work Telephone:
Mobile:

Are there any medical conditions we should know about in the case of an emergency

Yes/No* *Delete as appropriate*

If yes write

details.....

General Practitioner's Details

Name:	Telephone Number:
Full postal address including postcode:	

For Office Use Only

Criminal Records Bureau (CRB)

Date disclosure requested:
Date disclosure received:
Satisfactory? Yes/No* <i>Delete as appropriate</i>
Disclosure reference no:
Date valid (From – To):
ISA Registration Number (if applicable):

Contract Type

Permanent / Temporary / Voluntary
Does the staff member have continuous employment terms?
Yes/No* <i>Delete as appropriate</i>

Probation Details

Is probation period required?
Yes/No* <i>Delete as appropriate</i>
First Month Review:
Third Month Review:
Six Month Review:
Probation Passed?
Yes/No* <i>Delete as appropriate</i>
If No please detail: