


PLYMOUTH ARENA



STAFF STARTER FORM

**ICONIC.
INDEPENDENT.
YOURS.**

Personal Info	Please fill out all information with BLOCK CAPITALS
Title	
Forename(s)	
Surname(s)	
Address	
Date of Birth	____/____/____
Postcode	
Mobile/Telephone	
E-mail	
National Insurance No.	
P45 (please complete a P46 if not)	Yes / No
Other Employment. If yes, please give details	Yes / No

Emergency Contact 1	Please fill out all information
Next of Kin-Name	
Relationship to employee	
Address	
Mobile/Telephone	

Emergency Contact 2	Please fill out all information
Next of Kin-Name	
Relationship to employee	
Address	
Mobile/Telephone	

Bank Details	Please fill out all information
Name of Bank	
Address	
Postcode	
Account Number	
Sort Code	
Building Society Ref (if applicable)	

ONCE FILLED OUT THE ABOVE, PLEASE EMAIL TO YOUR LINE MANAGER

Department Manager to complete the following:

Department Info	Manager to complete	
Department		
Job Title		
Start Date		
IT Starter Form completed and sent to ITEC	Yes / No	
Staff Pass Requested	Yes / No	
Car Pass Requested (if applicable)	Yes / No	
Term (please select one)	Permanent / Casual / Fixed Term	
Contracted hours		
Basic Pay / Salary		
CRB Check required	Yes / No	
If yes has the employee received a CRB form?	Yes / No	
If no please contact admin on Ext 203		
Manager Signature & Date		___ / ___ / ____
Admin Signature & Date		___ / ___ / ____

Admin	Admin to complete with Dates below
Copy of form sent to Payroll	
Contract Completed	
References requested	
Details added to Staff List	
Swipe Card Issued	
Ticketek Accounts Created (Jira, Insights, Aspect)	
Personal file created	

**PLEASE EMAIL COMPLETED FORMS TO THE ADMINISTRATOR PRIOR TO OR ON THEIR
FIRST WORKING DAY. THANK YOU**