


**Thomas Bloggs (229) - Acme (HR)(1992)**



- Other Sites sharing this employee :
- PPM4 Test (0012)
  - Acme (Cranfield) (1908)
  - Acme (Abington) (1915)

### Personnel Details

<b>Job Status:</b> <input type="text" value="Employed"/>	<b>Title:</b> <input type="text" value="Mr"/>
<b>Employee No.:</b> <input type="text" value="229"/>	<b>Email - Work:</b> <input type="text" value="thomasboggs@acme.co.uk"/>
<b>First Name:</b> <input type="text" value="Thomas"/>	<b>Email - Personal:</b> <input type="text" value="tboggs@hotmail.com"/>
<b>Surname:</b> <input type="text" value="Bloggs"/>	<b>Middle name:</b> <input type="text" value="John"/>
<b>Home Address:</b> (line 1) <input type="text" value="68 High Street"/> (line 2) <input type="text"/> (line 3) <input type="text" value="Towcester"/> (County) <input type="text" value="Bucks"/>	<b>Date of birth:</b> <input type="text" value="04/09/1956"/> <input type="button" value="..."/> 55 years old
<b>Post Code:</b> <input type="text" value="NN12 8QT"/>	<b>Telephone No.:</b> <input type="text" value="0845 127 1360"/>
<b>Sex:</b> <input type="text" value="Male"/>	<b>Mobile No.:</b> <input type="text"/>
<b>NI Number:</b> <input type="text" value="TN040956M"/>	<b>Nationality:</b> <input type="text" value="UK"/>
<b>P45/Tax Form Received:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Ethnic Origin:</b> <input type="text" value="White"/>
<b>P46 Completed. Indicate Which Box Ticked:</b> <input type="checkbox"/> Box A <input type="checkbox"/> Box B <input type="checkbox"/> Box C <input checked="" type="checkbox"/> Other <input type="checkbox"/> None	<b>Application Form Completed:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <b>Medical Questionnaire Completed:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Disability:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Details:</b>
<b>Date Checked By Employee:</b> <input type="text"/> <input type="button" value="..."/>	Site may want to record if details have been confirmed by the employee.

### - Compliance

**Right to Work Document**

Valid right to work document seen
  Not seen yet
  HR verified

Document/Certificate description:

**Worker Registration Scheme**

Applicable:  Yes  No  Awaiting Application Confirmation

**Please tick which fields are relevant to this employee:**

References
  Criminal Convictions
  Vetting and Barring
  Professional registration  
 Juvenile Employment
  Pre-employment medical
  FSA Registration

### Work Details

Job Start Date:*	<input type="text" value="07/09/2009"/>	Job Title:*	<input type="text" value="Junior Salesperson"/>
Original Start Date: (if employee transferred from another site/company)	<input type="text"/>	Manager:	<input type="text" value="Stephen Smith"/>
Pay Method:*	<input type="text" value="BACS"/>	Department:*	<input type="text" value="HR"/>
Part/FullTime:*	<input type="text" value="Full-time"/>	Department Managed:	<input type="text"/>
Pay Period:*	<input type="text" value="Monthly"/>	NI Rate:*	<input type="text" value="A"/>
Pay Period Effective Date:*	<input type="text" value="31/12/2009"/>	Notice Period:	<input type="text"/>
Only Job ?*	<input checked="" type="radio"/> Yes <input type="radio"/> No	Contract Type:*	<input type="text" value="Permanent"/>
			<input type="text"/>
			<input type="text"/>

### +Benefit Records

### +Additional Employee Information

### Next Of Kin

Name:	<input type="text" value="Mrs Smith"/>	Telephone No:	<input type="text"/>
Home Address: (line 1)	<input type="text" value="68 High Street"/>	Mobile Telephone No:	<input type="text"/>
(line 2)	<input type="text"/>	Relationship to Employee	<input type="text" value="father"/>
(Town)	<input type="text" value="Towcester"/>		
(County)	<input type="text" value="Bucks"/>		
Post Code:	<input type="text" value="NN12 8QT"/>		

### Driving Licence

Current Driving Licence:	<input type="checkbox"/> Yes	Company Vehicle Driver:	<input type="checkbox"/> Yes
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### Leave Entitlement

Current Leave Year:*	<input type="text" value="2011"/>	Contracted Hours*	<input type="text" value="45"/> hours
Holiday Contract:	<input type="text" value="Select"/>	Days in Standard Week:	<input type="text" value="5"/>
Holiday Entitlement Change Date:	<input type="text" value="31/12/2009"/>	Sick Leave Entitlement:*	<input type="text" value="20"/> days
Holiday Entitlement Rate:*	<input type="text" value="26"/> days		

\* Contracted Entitlement is the RATE an employee accrues holiday & sickness at and not necessarily the no of days they will get.

Current Leave Status

Holiday Year	Entitlement	Days Taken	Days Booked	Days Left Over	Balance (Days)	Balance £
2011 - 01/01/2011 to 31/12/2011	26.00	0.00	0.00	26.00	0.00	0
2011 - 01/01/2011 to 31/12/2011	26.00	0.00	0.00	26.00	0.00	
Booked Holidays						

### Employee Rates

Rate 1:	£	Description:	.
Rate 2:	£	Description:	.
Rate 3:	£	Description:	.
Rate 4:	£	Description:	.
Rate 5:	£	Description:	.
Rate 6:	£	Description:	.
Fixed Rate:	£ 730.77		
Salary:	£38,000.00		

**Bank Details**

Not all currently available\*

Name:	<input type="text" value="Other"/> <input type="text" value="Coutts &amp; Co"/>	Sort Code (xx-xx-xx):	<input type="text" value="xxxx-99"/>
Branch Name:	<input type="text" value="440 Strand"/>	Account No:	<input type="text" value="xxxx9999"/>
Account Name:	<input type="text" value="Stephen Smith"/>	Building Society No:	<input type="text" value="xxxx"/>

**+Activity Records**

**+Employee Files**

**+Payment Records**