

Raphael Contracting Ltd and JMS Specialist Joinery Ltd.
New Starter Form – CIS & PAYE

Personal Details

Full Name:	JESSICA HOLDHAM	Title:	MISS
Home Address:	13 WESTON CLOSE DUNCHURCH RUGBY	Home Tel No:	-
<Town>	CV22 6QD	<Post Code>	
CSCS Card Reg. & Colour		Mobile No:	07976096427
E-Mail Address:	jholdham1@live.co.uk	Date of Birth:	21/06/1991
		Marital Status:	SINGLE
		UTR No:	
		NI No:	JP543484A

Work Details

Start Date:	16/03/2020	Probation Period:	3 months
PAYE / CIS:		Line Manager:	John Gould
Position/Trade:	Labourer / Cleaner	Permanent/Temp:	Permanent
Salary/Day Rate:	?	Full-Time/Part-Time:	Ft

Bank Details

Bank Name:	HALFAX	Name on the Account:	JESSICA HOLDHAM
Branch Address:		Account No:	12869860
<Town>	<Post Code>	Sort Code:	11 02 12

Next of Kin Details

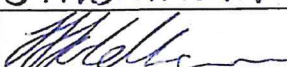
Full Name:	SEAN O'CONNOR	Relationship:	PARTNER
Address:	13 WESTON CLOSE DUNCHURCH RUGBY	Home Tel No:	07827 440047
<Town>	CV22 6QD	Work Tel No:	
<Post Code>		E-mail Address:	sean.oconnor19@hotmail.com

Additional Information Required

Qualifications Held:
Any Training Requirements:
Languages Spoken:
Any Special Needs (Re Disability)

JMS SPECIALIST JOINERY LTD	
17 MAR 2020	
ACTION	COPIES

Please return this form and all other documents as advised by your foreman to Debbie Singh as soon as possible.
(Raphael House, 123 Roebuck Rd, Chessington, Surrey KT9 1EU. debbie@raphaelltd.co.uk / 0208 391 9100.

Printed Name:	J. Holdham
Signature:	
Date:	15/03/20

For Office Use - Document Checklist

Document		Description/Comments
Signed Contract	Yes	
P45	Yes	
Passport/Birth Certificate	Yes	
Qualification Certificates	Yes	
CSCS Card	Yes	
Liability Insurance	Yes	
Employee Number Issued	Yes	