

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

Personal Details

Full Name:	Kevin Leek	Title:	Mr
Home Address:	114 Stratford Rd Warwick CV34 6BQ	Home Tel No:	01926 492066
		Mobile No:	07990 618584
		Date of Birth:	17/11/1967
		Marital Status:	Living with partner
CSCS Card Reg. & Colour		UTR No:	
E-Mail Address:	kevin.leek@btopenworld.com	NI No:	NP 43 75 79C

Work Details

Start Date:	11/2/2019	Probation Period:	12 weeks
PAYE / CIS:	PAYE	Line Manager:	Steve Wright
Position/Trade:	Wood Machinist	Permanent/Temp:	Perm
Salary/Day Rate:	£12/hr	Full-Time/Part-Time:	Full

Bank Details

Bank Name:	Nat West	Name on the Account:	Mr K Leek
Branch Address:	9 St Marys Way North Walsham NR28 9YY	Account No:	14132567
		Sort Code:	60-15-54

Next of Kin Details

Full Name:	Nicola Reed	Relationship:	Partner
Address:	114 Stratford Rd Warwick CV34 6BQ	Home Tel No:	01926 492066
		Work Tel No:	07901 717149
		E-mail Address:	reednic9@hotmail.co.uk

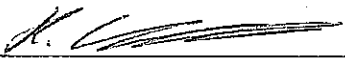
Additional Information Required

'O' Level: Woodwork/Tech Drawing/Maths/English/Geography/Physics/Chemistry Grade B French/English Literature Grade C Any Training Requirements: No Languages Spoken: English/French Any Special Needs (Re Disability) No
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JMS SPECIALIST JOINERY LTD	
14 FEB 2019	
ACTION	COPIES

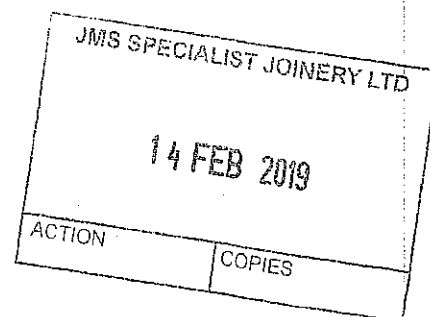
Please return this form and all other documents as advised by your foreman to Debbie Singh as soon as possible.
(Raphael House, 123 Roebuck Rd, Chessington, Surrey KT9 1EU. debbie@raphaelltd.co.uk / 0208 391 9100.

DOCUMENT REFERENCE:	HRM-FM-009	VERSION NO:	1.0	CREATION DATE:	08/04/2013	Page 1 of 2
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	N/A	
				NEXT REVIEW DATE:	08/04/2014	

Printed Name:	Print Reference Source not found. Kevin Leek
Signature:	
Date:	12/2/2019

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	



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