

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

**Personal Details**

Full Name:	MARK READING-JONES	Title:	MR
Home Address: 173 CHURCH ROAD, NUNEATON	Home Tel No:	Mobile No:	07845125764
<Town> CV10 8LQ <Post Code>	Date of Birth:	Marital Status:	24-03-1989
CSCS Card Reg. & Colour	UTR No:		
E-Mail Address: MARKAMOS89@GMAIL.COM	NI No:	JG 48 91 84 A	

**Work Details**

Start Date:	02-12-2019	Probation Period:	
PAYE / CIS:		Line Manager:	
Position/Trade:	JOINER	Permanent/Temp:	
Salary/Day Rate:		Full-Time/Part-Time:	

**Bank Details**

Bank Name:	NATIONWIDE	Name on the Account:	MARK READING-JONES
Branch Address: 2-6 BRIDGE STREET NUNEATON	Account No:	42981918	
<Town> CV11 4AF <Post Code>	Sort Code:	07 02 46	


**Next of Kin Details**

Full Name:	KATE CUNNINGHAM	Relationship:	GIRLFRIEND
Address: 173 CHURCH ROAD NUNEATON	Home Tel No:	07780 001861	
<Town> CV10 8LQ <Post Code>	Work Tel No:		
	E-mail Address:		

**Additional Information Required**

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

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](mailto:debbie@raphaelltd.co.uk) / 0208 391 9100.

Printed Name:	MARK READING-JONES
Signature:	
Date:	02-12-2019

**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	