

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

Personal Details

Full Name:	JAMES STORRAR	Title:	MR.
Home Address: 4. BAILEY ROAD BANBURY OX16 1HW <Town> <Post Code>		Home Tel No:	—
		Mobile No:	07360662381
		Date of Birth:	2.3.1958
		Marital Status:	WIDOWED
CSCS Card Reg. & Colour	BLUE 06211290	UTR No:	
E-Mail Address:	JAMES.STORRAR@EQMNL.COM.	NI No:	YZ952319B.

Work Details

Start Date:	30.9.19.	Probation Period:	3 MONTHS
PAYE / CIS:	PAYE	Line Manager:	
Position/Trade:	JOINER	Permanent/Temp:	PERMANENT
Salary/Day Rate:	£12.56 PER HOUR	Full-Time/Part-Time:	

Bank Details

Bank Name:	HAWFAX.	Name on the Account:	MR JAMES STORRAR
Branch Address: BANBURY <Town> <Post Code>		Account No:	00273690
		Sort Code:	110944.

Next of Kin Details

Full Name:	ALISON EVANS	Relationship:	PARTNER
Address: 4 BAILEY ROAD BANBURY OX16 1HW <Town> <Post Code>		Home Tel No:	—
		Work Tel No:	07983 722649
		E-mail Address:	—

Additional Information Required

Qualifications Held:	CITY + GUILD'S CARPENTRY + JOINERY
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@raphaeltd.co.uk / 0208 391 9100.

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DOCUMENT OWNER:	MOB			LAST REVISION DATE:	N/A	
				NEXT REVIEW DATE:	08/04/2014	

Printed Name:	
Signature:	
Date:	

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	