

## Personnel Record Form

|   |                         |                      |
|---|-------------------------|----------------------|
| <b>Last updated on:</b>   |                         |                      |
| <b>Surname:</b>   | <b>Other Names:</b>     |                      |
| <b>Present Address:</b>   | <b>Date of Birth:</b>   |                      |
|   |                         |                      |
| <b>Tel:</b>   |                         |                      |
| <b>Address/Telephone number of Next of Kin or other contact</b> |                         |                      |
|   |                         |                      |
| <b>Written statement of terms of employment issued on:</b>      |                         |                      |
| <b>National Insurance No.</b>                                   |                         |                      |
| <b>Tax Code:</b>  |                         |                      |
| <b>Job title:</b>   | <b>Commenced Job on</b> |                      |
| <b>Previous jobs within company</b>                             |                         |                      |
| 1   | From                    | To                   |
| 2   | From                    | To                   |
| 3   | From                    | To                   |
| <b>Previous employers</b>                                       |                         |                      |
| 1   | From                    | To                   |
| 2   | From                    | To                   |
| <b>Education, Professional and Other Qualifications</b>         |                         |                      |
| 1   | <b>Grade</b>            | <b>Date Achieved</b> |
| 2   |                         |                      |
| 3   |                         |                      |
| <b>Training Record (On the job, training courses etc)</b>       |                         |                      |
| 1   | From                    | To                   |
| 2   | From                    | To                   |
| 3   | From                    | To                   |