Ashford Business Services Ltd

Employee Information Form

Personal, contact, emergency, bank, education and employment details for a new starter, kept on the employee file.

Employment details

Field	Entry
Employee name	**Sarah Mitchell**
Employee ID	**Employee ID**
Role	**Office Manager**
Department	**Operations**
Start date	**9 November 2026**
Work location	**Boardroom, 12 Church Street, Birmingham**
Line manager	**James Patel**

Employment type (tick one):

☐	Full-time	☐	Part-time
☐	Fixed-term	☐	Temporary

Personal details

Field	Entry
Full name	**Helen Morris**
Preferred name	**JOB-1042**
Date of birth	**9 November 2026**
Home address	**14 Oakfield Road, Birmingham B17 9JH**
Town or city	**Town or city**
Postcode	**Postcode**
Personal phone	**01632 960 123**
Personal email	**helen.morris@ashford-business-services.co.uk**
Alternative phone	**01632 960 123**

Emergency contact

The person we should contact first if something happens to you at work.

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Field	Entry
Contact name	**Helen Morris**
Relationship to you	**Relationship to employee**
Phone	**01632 960 123**
Address	**14 Oakfield Road, Birmingham B17 9JH**

Next of kin

Give next of kin details even if they are the same person as your emergency contact.

Field	Entry
Name	**Helen Morris**
Relationship to you	**Relationship to employee**
Phone	**01632 960 123**
Address	**14 Oakfield Road, Birmingham B17 9JH**

Bank details

Bank details are used only to pay your salary. Check them carefully before you hand this form in.

Field	Entry
Bank name	**Helen Morris**
Account holder name	**Helen Morris**
Account number	**Account number**
Branch code or sort code	**Branch code or sort code**
Bank address	**14 Oakfield Road, Birmingham B17 9JH**

Education and qualifications

Qualification	Institution	Year completed	Result or grade
Qualification	**Institution**	**Year**	**Grade or result**
Qualification	**Institution**	**Year**	**Grade or result**
Qualification	**Institution**	**Year**	**Grade or result**

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Employment history

List your most recent roles first.

Employer	Role	From	To	Reason for leaving
Employer	**Office Manager**	**9 November 2026**	**9 November 2026**	**Reason for leaving as agreed at the meeting.**
Employer	**Office Manager**	**9 November 2026**	**9 November 2026**	**Reason for leaving as agreed at the meeting.**
Employer	**Office Manager**	**9 November 2026**	**9 November 2026**	**Reason for leaving as agreed at the meeting.**

Other information

Do you hold a current driving licence?

☐	Yes	☐	No

Do you have any access needs or adjustments we should know about?

☐	Yes	☐	No

If yes, give details:

Field	Entry
Access needs or adjustments	**Enter details as agreed at the meeting.**

Declaration and signature

I confirm that the information on this form is complete and correct to the best of my knowledge. I will tell **Ashford Business Services Ltd** promptly if any of these details change.

Field	Entry
Signature	**Helen Morris**
Date	**9 November 2026**