|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYEE'S NEW START FORM (SL 4 PTE)** | | | | | |
| ***Please complete all relevant information below and return to HR Dept as soon as possible.***  ***\*\*Please be reminded Stena Line Pte Ltd can only pay into UK Bank accounts\*\**** | | | | | |
|  |  |  |  |  |  |
| **NEW STARTS NUMBER :** |  | | **EMP PAYROLL NUMBER :** |  | |
|  |  |  |  |  |  |
| **PERSONAL DETAILS** |  |  | **Next Of Kin** |  |  |
| Full Name |  | | Full Name |  | |
| Address |  | | Relationship |  | |
| (Inc. Postcode) |  | | Address |  | |
|  |  | |  |  | |
| Phone Number |  | |  |  | |
| Mobile Number |  | | Phone - Home |  | |
| E-mail |  | | Phone - Office |  | |
|  |  |  | Mobile |  | |
|  |  |  |  |  |  |
| Nationality |  | | **BANK DETAILS** |  |  |
| Place of Birth |  | | Bank Name |  | |
|  |  |  | Branch Name |  | |
|  |  |  | Sort Code |  | |
| Date of Birth |  | | Account Number |  | |
| Nat. Ins. Number |  | | Account Holder Name |  | |
|  |  | |  |  | |
| **HR \ PORT \ VESSEL TO COMPLETE :** | |  |  |  |  |
|  |  |  |  |  |  |
| Emp Start Date |  | | Hr Rate / Salary |  | |
| Department | OBS / SMD | | Perm/Temp |  | |
| Finance Company | 661/662 | | Part /Full Time |  | |
| Area of Work | Irish North/South | | Engine / Deck |  | |
| Location |  | | Officer / Ratings |  | |
| Route / Vessel Code |  | | Tax Code |  | |
| Cost Centre |  | | P45/P46 |  | |
| Vessel Name |  | | P46 Issued |  | |
| Job Title / Pay Point |  | | Student Loan |  | |
|  |  |  |  |  |  |
| **Personnel Officer Name:- Personnel Officer Signature :-**  **Date:**  **Senior PO / Manager Name :- Senior PO/ Manager Signature:-**  **Date:** | | | | | |
|  |  |  |  |  |  |
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