|  |
| --- |
| **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:**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |