**New Starter - Eligibility to Work Form**

**Template**



**Private and Confidential**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date joined: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following documentation and information have been supplied:**

***Details marked with \* can be recorded at the bottom of this form***

|  |
| --- |
| **Please insert ✓ if applicable and completed, X if not applicable** |
| 1. PPS Number
 |  |
| 1. Personal pension details

*Application forms available from HR/Payroll* |  |
| 1. Bank details

\*Account name, address, sort code, account number  |  |
| 1. Emergency contact

\*Name, address, phone number(s), relationship |  |
| 1. Driving Licence

\*Expiry date, vehicle groups |  |
| 1. Any other paid employment

\*Full details |  |
| 1. Signed contract returned
 |  |
| 1. Uniform allocated
 |  |
| 1. IT Equipment allocated
 |  |

**The following policies, procedures and practices have been explained and/or completed:**

***Details marked with \* can be recorded at the bottom of this form***

|  |
| --- |
| **Please insert ✓ if applicable and completed, X if not applicable** |
| 1. Induction training
 |  |
| 1. Hours of work, clock-in procedure, break times (where applicable)
 |  |
| 1. Full tour, layout of premises, fire exits and first aid
 |  |
| 1. Introduction to colleagues and buddy assigned
 |  |
| 1. Welfare facilities (including toilets, locker room, canteen)
 |  |

Starting Salary / Rate of pay: €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Remuneration frequency** | **Weekly**  | **Monthly** |
| ✓ as applicable |  |  |

**Bank details**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |
| --- | --- |
| **BIC** |  |
| **IBAN** |  |

**Emergency Contact**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone Number (H): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number (M): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Driving Licence**

|  |  |
| --- | --- |
| **Expiry date****(DD/MM/YY)** |  |
| **Vehicle groups** |  |

**Other Paid Employment**

Is the employee currently engaged in additional employment? If so, please give employer details (name and address) and details of job role.

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**Uniform order (requirements and sizing)**

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**Eligibility to work**

|  |  |
| --- | --- |
| Nationality |  |
| Type of eligibility document provided |  |
| 1. Passport – Details viewed (Y/N)
 |  |
|  *Passport number (last 4 digits only)* |  |
|  *Date of expiry:*  |  |
| 1. National identity card – Details viewed (Y/N)
 |  |
|  *Identity card number (last 4 digits only)* |  |
| 1. Irish residence permit (formerly GNIB)
 |  |
|  *Residence card number (last 4 digits only)* |  |
| Stamp details: (P[ermission, Stamps and Conditions (inis.gov.ie](http://www.inis.gov.ie/en/INIS/Pages/registration-stamps))) |  |
| Birth or adoption certificate – Details viewed (Y/N) |  |
| Eligible to work (Y/N) |  |

**For Office Use Only - Please insert ✓ if applicable and completed, X if not applicable)**

**Employee set-up on our systems**

|  |  |
| --- | --- |
| Payroll set-up |  |
| Employee file |  |
| Fire roll call |  |

**Notes**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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