

PLEASE COMPLETE  
AND RETURN

**BANK DETAILS**

Dear

Please sign and return 'Terms of Engagement'. Please also sign enclosed P46 unless submitting your P45. We also required the following details:

Bank/ Building Society.....  
Branch.....  
Account Name.....  
Account Number.....  
Sort Code.....  
Please return all of the above as soon as possible

I have enclosed a timesheet for your first weeks work which needs returning to this office by 9am on Monday

Thank you  
Ambitions Personnel

National Insurance Number:.....

**EMERGENCY – NEXT OF KIN**

Please could you give details of two people who can be contacted in an emergency.

**NEXT OF KIN DETAILS**

NAME.....	NAME.....
ADDRESS.....	ADDRESS.....
.....	.....
.....	.....
RELATIONSHIP.....	RELATIONSHIP.....
TELEPHONE NO.....	TELEPHONE.....