



Employee / Clock no.						
Nat. Ins. No						

Employment history record

Surname..... Other names.....
 Address.....
 Telephone no.....
 Name and address of next of kin.....
 Change of address..... Name and address of emergency contact.....
 Written statement of terms of employment date issued.....
 TU membership YES / NO
 Name of union.....
 (if subscription is paid through payroll)
 Nature of any disability.....
 Pension scheme..... Date joined.....

Job title	Department	Dates of Starting / Leaving transfer in / transfer out	F/T	P/T	Hours of work	Rates of pay

Education

Certificates etc obtained		
Examinations passed	Subjects	Level.Grade

Training

Nature of training or course	Dates
Termination of employment	

Date of termination.....

Reasons for termination.....

Exit interview carried out YES / NO By whom?

Date written reasons for dismissal requested by employee.....

Date sent.....

Whether suitable for re-engagement YES / NO