



Full Name: _____
Title Forename(s) Surname

Next of Kin Relationship: _____ eg Wife, Husband, Mother, Son, Friend

Name: _____
Title Forename(s) Surname

Contact Details Home Address: _____

Post Code: _____
Home Tel. No: _____
Mobile Tel. No: _____
Works Tel. No: _____

Emergency Contact (if different from Next of Kin) Relationship: _____

Name: _____
Title Forename(s) Surname

Contact Details Home Address: _____

Post Code: _____
Home Tel. No: _____
Mobile Tel. No: _____
Works Tel. No: _____

If you have not already been allocated a permanent National Insurance number, you will have to apply for one by telephoning Jobcentre Plus on Tel 0345 600 0643 - lines are open 8.00 am to 6.00 pm Monday to Friday. Please be aware that a National Insurance number which starts TN is not a valid number. If you cannot yet provide your permanent National Insurance number, please do not delay returning this form but communicate directly to the Payroll Office on receipt (payroll@abdn.ac.uk).

Bank Account:

Please be aware your salary can only be paid into a UK bank account. If you cannot provide this prior to starting work, please do not delay returning this form.

HMRC form P45:

Do not delay in completing this form, whether or not you expect to receive form P45 from a previous UK employer.