

Employee Portfolio

A: PERSONAL DETAILS

Title (Mr Mrs Miss Ms other): _____

Surname: _____ Forename(s): _____

Address: _____
 _____ Postcode: _____

Telephone: *Private:* _____ *Mobile:* _____

Date of Birth: _____ Place of Birth: _____ Nationality: _____

Marital Status: MARRIED SINGLE WIDOWED DIVORCED SEPARATED No. of Children: ____

N.I. No: _____ Registered Disabled: YES NO RDP No: _____

B: NEXT-OF-KIN (Relationship: _____)

Title (Mr Mrs Miss Ms other): _____

Surname: _____ Forename(s): _____

Address: _____
 _____ Postcode: _____

Telephone: *Private:* _____ *Mobile:* _____

C: EMPLOYMENT HISTORY

ENGAGEMENT INTERVIEW	JOB POSITION HELD	Salary / Wages	Scale	Hours per Week	Date Started
By: _____					
Date: _____					
TERMINATION INTERVIEW	Reason for Leaving:				
By: _____	Date Resignation Letter received / Termination Letter issued:				
Date: _____	Effective Date of Termination:	Re-employ?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	TOTAL LENGTH OF SERVICE:	_____ years _____ months			

D: DISCIPLINARY RECORD

Offence	Date Warning Issued	TYPE OF WARNING V= Verbal W = Written FW = Final Written Scale	Warning given by	Witnessed by

Comments: