This Form was created in Word using VF Creator.

Created: 12/01/2018 by the VF Creator team.

VF Creator turns documents created in Word into online forms.

You can view/edit eForm features, after installing the VF Creator add-in. A new VF Creator ribbon will be available which allows you to create/edit eForms.



Please visit [VictoriaForms.com](http://www.formpony.com/)/VF-Creator/ to start creating online forms in Word.

# **Employment history record**

Employee no. 

NINO. 

## Employee details

|  |  |
| --- | --- |
| Surname |  |
| Other names  |  |
| Address  |  |
| Postcode  |  |
| Telephone no.  |  |
| Change of address  |  |
| New postcode  |  |

## Next of kin

|  |  |
| --- | --- |
| Name of next of kin  |  |
| Address of next of kin  |  |
| Phone number of next of kin  |  |

## Emergency contact

|  |  |
| --- | --- |
| Name of emergency contact  |  |
| Address of emergency contact  |  |
| Phone number of emergency contact |  |

## Employment

|  |  |
| --- | --- |
| 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 | Start Date | Leave Date | Full time/Part time | Hours of work | Salary |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Education

|  |  |  |
| --- | --- | --- |
| Examination 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 |  |