



ETC International College

Employee Change of Details Form

June 2024

Please complete this form to notify HR of changes to your personal details. You are not legally obliged to inform ETC International College of a change to your relationship status, although for pension purposes it is highly advisable that you do.

Personal Details

Salutation: Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Forenames:

Surname:

Change effective from: / /

Type of Change

Change of Bank Details	☐	Change of Home Address	☐
Change of Name*	☐	Change of Relationship Status	☐
Change of Title	☐	Change of Telephone Number	☐
Change of Next of Kin or Next of Kin Contact Details	☐	Additional Qualification	☐

* If a name change is due to marriage or civil partnership please attach a copy of the relevant certificate.

Details of Change

Please use this space to provide details of the change(s):

Sign Off

Employee Signature _____ Date: _____

HR Use Only

Input by (name) _____

All personal data will be treated in accordance with GDPR.

Once completed, this form should be passed to HR.

Updated June 2024 HR

Next update due June 2027