


**NEW EMPLOYEE DETAILS**

Please complete in BLOCK CAPITALS, and return to the Pensions Team at L B Redbridge.

**Employee Details** to be accompanied by the Joiners option Form

Name of Employer / School		Payroll ref	
Surname		Title	
Forenames		Gender	
Date of Birth	___ / ___ / ___	Marital Status	
National Insurance Number			
Address			

**Post Details**

Job Title			
Date Employment Commenced	___ / ___ / ___	Date joined LGPS (if different)	___ / ___ / ___
Actual Hours worked per week		Contractual hours for a full time employee	
Weeks worked (or paid for) per year			

**Contribution and Pay Details**

Contribution rate	%	Actual Pensionable Pay	£
Whole time equivalent pay if part time, including any other contractual elements of pay such as pensionable bonus or overtime etc.			

Please enclose the completed Joiners Option form with this document.

Signed	Date
Name	Tel No.
Job Title	Employer/school

Please return the form to: Pensions Team, L B Redbridge, 255 – 259 High Road, Ilford, Essex, IG1 1NN