**Advance request for new employee**

***For completion by the Administrator:***

Employee’s name:………………………………………

Personnel number:………………………

Department: ………………………………………………

Grade/Stage:………………………… Hours:…………………….

This employee started work on…………………………… Please raise an urgent

Salary advance. Bank details:

Sort code: ………………….

Account Number: …………………………….

Signed:……………………………………. (Administrator) Date:…………………………

***For completion by the employee:***

I authorise the deduction of this advance from my first salary payment.

Signed:……………………………………. (Employee) Date:……………………………….