Welcome aboard

Questions marked * are required.

Completed by _____ Date _____

1 Your details

> **A few details so payroll, IT and your desk are all sorted before you arrive.**

1. **Full legal name ***
   As it appears on your ID. Payroll needs the two to match.

2. **Preferred name**
   What we'll call you in chat and on your badge.

3. **Personal email ***
   For anything we need to send before your work account exists.

4. **Mobile number ***

5. **Home address ***
   Where we should send your equipment and contract.
   Street, city, postcode, country

6. **Start date ***

7. **Emergency contact name ***

8. **Their relationship to you**

9. **Emergency contact number ***

2 Kit and practicalities

10. **T-shirt size**

Tick one.

- ◯ XS
- ◯ S
- ◯ M
- ◯ L
- ◯ XL
- ◯ 2XL
- ◯ 3XL

11. **Laptop preference ***

Tick one.

- ◯ macOS
- ◯ Windows
- ◯ Linux

If you chose “Linux” in question 11.

12. **Which distribution, and do you need admin rights?**

13. **What else do you need at your desk?**

Tick all that apply.

- ☐ External monitor
- ☐ Docking station
- ☐ Keyboard
- ☐ Mouse or trackpad
- ☐ Headset
- ☐ Laptop stand

14. **Dietary requirements**

For your first-week lunch and team events.

15. **Do you need any accessibility or workplace adjustments?**

Tick one.

- ◯ Yes
- ◯ No
- ◯ I'd rather discuss it privately

If you chose “Yes” in question 15.

16. **What adjustments would help?**

We'll use this to set up your first week. We'll check with you before we act on anything here.

17. **Anything else we should know before day one?**

Pre-booked holiday, a pronunciation guide, anything at all...

All set. See you on day one!

Your manager will send an agenda for your first week, and your kit will be waiting.