

Early Intervention request

Invicta House,
Trafalgar Place,
Brighton BN1 4FR

0800 917 1112
metlife.co.uk

To be completed by the policyholder

<p>Scheme name (the 'scheme')</p> <input style="width: 95%;" type="text"/>	<p>Policy number</p> <input style="width: 95%;" type="text"/>																	
<p>Employee name</p> <input style="width: 95%;" type="text"/>	<p>Date of birth</p> <table border="1" style="border-collapse: collapse; text-align: center; width: 100%;"> <tr> <td style="width: 25px;">D</td> <td style="width: 25px;">D</td> <td style="width: 25px;">M</td> <td style="width: 25px;">M</td> <td style="width: 25px;">Y</td> <td style="width: 25px;">Y</td> <td style="width: 25px;">Y</td> <td style="width: 25px;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y									
D	D	M	M	Y	Y	Y	Y											
<p>Employee address</p> <input style="width: 95%; height: 20px;" type="text"/>																		
<p>City</p> <input style="width: 150px;" type="text"/>	<p>Country</p> <input style="width: 250px;" type="text"/>	<p>Postcode</p> <table border="1" style="border-collapse: collapse; text-align: center; width: 100%;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table>																
<p>Employee telephone number</p> <input style="width: 250px;" type="text"/>	<p>Date joined company</p> <table border="1" style="border-collapse: collapse; text-align: center; width: 100%;"> <tr> <td style="width: 25px;">D</td> <td style="width: 25px;">D</td> <td style="width: 25px;">M</td> <td style="width: 25px;">M</td> <td style="width: 25px;">Y</td> <td style="width: 25px;">Y</td> <td style="width: 25px;">Y</td> <td style="width: 25px;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y	<p>Date joined scheme</p> <table border="1" style="border-collapse: collapse; text-align: center; width: 100%;"> <tr> <td style="width: 25px;">D</td> <td style="width: 25px;">D</td> <td style="width: 25px;">M</td> <td style="width: 25px;">M</td> <td style="width: 25px;">Y</td> <td style="width: 25px;">Y</td> <td style="width: 25px;">Y</td> <td style="width: 25px;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y											
D	D	M	M	Y	Y	Y	Y											
<p>If the employee did not join the scheme at their first opportunity, please explain why</p> <div style="border: 1px solid black; height: 70px; width: 100%;"></div>																		
<p>Employee's cause of absence</p> <div style="border: 1px solid black; height: 70px; width: 100%;"></div>																		
<p>Employee's date first absent</p> <table border="1" style="border-collapse: collapse; text-align: center; width: 100%;"> <tr> <td style="width: 25px;">D</td> <td style="width: 25px;">D</td> <td style="width: 25px;">M</td> <td style="width: 25px;">M</td> <td style="width: 25px;">Y</td> <td style="width: 25px;">Y</td> <td style="width: 25px;">Y</td> <td style="width: 25px;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y	<p>Employee's occupation</p> <input style="width: 95%; height: 20px;" type="text"/>									
D	D	M	M	Y	Y	Y	Y											

Has any 'return to work' activity taken place? If yes, please provide details.

Yes

No

Print name (Line, HR or Senior Manager)

Signed

Date

D	D	M	M	Y	Y	Y	Y
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Position

Contact number

Data Protection

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