

NEW EMPLOYEE DETAILS FORM

(Please complete in BLOCK CAPITALS)

Please ensure that you provide accurate information as this is required to confirm your identity and salary details. Incorrect information could result in delayed or non-payment of salary. Thank you!

Full Name (e.g. Mr John Smith)	
Start Date	
Payroll reference number (if already employed by OCC/Hants CC)	
National Insurance number (9 characters)	
Date of Birth	
Passport No.	
DBS Certificate No. & Date	
Teacher (QTS) Number	
Name of Bank / Building Society	
Sort Code Number (6 figure number):	
Account Number (8 figure number):	
Building Society Roll No (if applicable):	
Name of Account (e.g. Mr J. L. Smith):	
Emergency Contact Name:	
Relationship to you:	
Their contact number(s):	

Please return this form to: School Office

For Office Use Only (employee file must contain)

Application Form & Interview Notes	
Job Title & Hours Per Week	
Permanent / Temporary (+ length)	
Starting Grade & Spinal Point	
ID Documents Seen & Details (x3)	1)
- copies to be kept on file	2)
	3)
Qualification Certificates Seen (and details)	
References Completed (min. 2)	
Teacher Prohibited From The Profession	

EYFS/KS1 Suitability Declaration	
RA In Absence Of or Prior To DBS Check	
First Aid Training (date & certificate)	
Safeguarding Training (date & certificate)	
Team Teach Training (date and certificate)	
Staff Induction Checklist Completed	
SIMs - Date (password and permissions allocated)	
IBC Notified - Date	
ESS Lite Registration Information	
School Email Address Allocated (added to relevant distribution lists)	
Staff ID Badge Created	
Staff Board Updated	
Locker Key Provided	
Staff Handbook Emailed	
Safeguarding Policy Emailed (receipt/read signature completed)	
Additional Notes	
Headteachers or SBM Signature:	Date: