

**New employee details form for schools**

* Please complete in block capitals if filling in by hand
* Ensure you provide accurate information, any incorrect data will result in delayed or non-payment of salary

**This form must be completed by new members of staff and returned to the school office ahead of your start date/before your first day at work**

|  |  |
| --- | --- |
| **Full name**  e.g. Ms Joanna Smith |  |
| **Start date** |  |
| **Payroll reference number**  if already employed by Oxfordshire County Council |  |
| **National Insurance number**  9 characters |  |
| **Date of birth** |  |
| **Passport number** |  |
| **Disclosure and Barring Service (DBS)**  certificate number and date |  |
| **Teacher (QTS) number** |  |
| **Name of bank/building society** |  |
| **Sort code**  6 digits |  |
| **Account number**  8 digits |  |
| **Building society roll number**  if applicable |  |
| **Name of account**  e.g. Ms J. L. Smith |  |
| **Emergency contact name** |  |
| **Relationship to you** |  |
| **Their contact number(s)** |  |

**This section is for office use only – to be completed by school**

Employee file must contain:

|  |  |
| --- | --- |
| **Application form and interview notes** |  |
| **Job title and hours per week** |  |
| **Permanent/temporary**  include length of contract |  |
| **Starting grade and spine point** |  |
| **Identification documents** (x3) seen and details | 1) |
| *Copies to be kept on file* | 2) |
|  | 3) |
| **Qualification certificates** seen and details |  |
| **References completed**  minimum of 2 |  |
| **Teacher prohibited from the profession** |  |
| **EYFS/KS1 suitability declaration** |  |
| **Risk assessment in the absence of, or prior to, DBS check** |  |
| **First aid training**  date and certificate |  |
| **Safeguarding training**  date and certificate |  |
| **Team Teach training**  date and certificate |  |
| **Staff induction checklist completed** |  |
| **SIMs date**  password and permissions allocated |  |
| **IBC notified**  date |  |
| **Employee Self Service Lite (ESS) registration**  date |  |
| **School email address allocated**  added to relevant distribution lists |  |
| **Staff identity badge created** |  |
| **Staff board updated** |  |
| **Locker key provided** |  |
| **Staff handbook emailed** |  |
| **Safeguarding policy emailed** receipt/read signature completed |  |
| **Additional notes** |  |

Headteacher or Schools Business Manager signature: …………………………………

Date: ………..