

**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: ………..