Fee appointment checklist

## 1. Contract details:

|  |  |
| --- | --- |
| Employee name  (As seen on passport) |  |
| Employee number (if applicable) |  |
| Address |  |
| Email address |  |
| Contact number |  |
| Position number |  |
| Cost code (6 digits) |  |
| Start date |  |

## 2. Type of contract:

|  |  |
| --- | --- |
| Hourly rate/daily if applicable |  |

## 3. Documents:

|  |  |
| --- | --- |
| Evidence of right to work in the UK & NI | Passport attached   Right to work check attached  (if applicable)  Proof of NI attached |

It is the manager’s responsibility to ensure that all required documents are attached with email and to undertake the relevant declaration checks as necessary. Failure to submit documents may result in a delay to salary being paid.

|  |  |
| --- | --- |
| Signed |  |
| Date |  |
| Signatory authorised to confirm appointments |  |

Please send this completed checklist and documents obtained (if applicable) by HR closedown date to [hrsscops@ealing.gov.uk](mailto:hrsscops@ealing.gov.uk)