 **Fees appointment checklist**

## **1. Contract details:**

|  |  |
| --- | --- |
| Employee name  (As seen on passport) |  |
| School name |  |
| Position type (please specify) | Teaching   Non-teaching |
| 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** [**hr@ealing.gov.uk**](mailto:hr@ealing.gov.uk)