 **Support staff appointment checklist**

## **1. Contract details:**

|  |  |
| --- | --- |
| Employee name(As seen on passport) |   |
| Employee number (if applicable) |   |
| Name of school |   |
| Position (post) title |   |
| Job family account code (4 digits) |   |
| Start date |   |
| Local government start date (if earlier) |   |

## **2. Type of contract:**

|  |  |
| --- | --- |
| **Category** | New Starter [ ]  Transfer [ ]  Additional [ ]  |
| **Status** | Permanent [ ]  Fixed term [ ]  **End date:** Casual/AWR [ ]   |
| **Reason for fixed term contract and end date (select/complete as applicable)** | Initials of person on maternity leave: Initials of person on long term sickness: Initials of SEN pupil being supported: Subject to permanent recruitment: Limited funding: Other: |
| **Term time only (Please select the number of weeks)** | 38 weeks [ ]  39 weeks [ ]  40 weeks [ ]  State other: (for example;52 weeks) |
| **Please state the actual working hours per week**  |   |
| **Working pattern (hours per day)** | Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:  |

## **3. Salary details:**

|  |  |
| --- | --- |
| Pay grade |   |
| Spinal column point |   |
| Off scale |   |
| An additional allowance:(For example: free school meals or meal allowance) |   |

## **4. Documents:**

|  |  |
| --- | --- |
| **Application form attached** Original signed application form attached (wet signature)  |   |
| **Medical questionnaire**(Ealing OHU or external provider) | Reference number: Date advised: Date sent to OHU:  |
| **DBS** If the employee does not hold a valid DBS clearance a barred list must be undertaken **before** the start date. | Current DBS [ ] Previous DBS [ ] Update service DBS [ ]  Disclosure no: Date issued:  |
| **Date barred list check completed or request check from HR Ops?** **Charges will apply** |   |
| **Overseas police check(s) attached if applicable** |   |
| **References** | Reference 1 [ ]  Reference 2 [ ]   |
| **Prohibition check required?** ***Note***: This only applies if employee is undertaking unsupervised/undirected teaching work or for Section 128 Provisions. |   |
| **Evidence of right to work in the UK & NI** | Passport attached [ ]  Right to work check attached (if applicable) [ ] Proof of NI attached [ ]  |
| **Childcare Disqualification Declaration (CDD) attached (if applicable)** | Yes [ ] No [ ]  |

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

**5. Further instructions**
For example: transfer to new post. Additional allowance to continue to new post. Amount: £1234. Transfers: hours, grade, allowance £…. All remains the same).

|  |
| --- |
| Details:  |

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

**Please send this completed checklist and all pre-screening documents obtained (if applicable) by the closedown date for new starters and new positions to** **hrsscops@ealing.gov.uk** **An employee must receive their contract no later than their start date regardless of any outstanding pre-screening. This form should also be used for changes to existing employees.**