

EMPLOYEE DETAILS

Surname	
Forenames	
Preferred title (Mr/Mrs/Miss/Ms/Dr)	
Address	
Telephone number	Home Mobile
Date of birth	
National insurance number	
DCSF Reference number (Teachers only)	
Employee number, if current WCC employee	
Start date in the School?	
Post Title	

Ethnic Origin

Please select

WHITE

- British
- Irish
- Other White (please specify)

BLACK OR BLACK BRITISH

- Caribbean
- African
- Other Black (please specify)

ASIAN OR ASIAN BRITISH

- Indian
- Pakistani
- Bangladeshi
- Other Asian (please specify)

CHINESE OR OTHER ETHNIC GROUP

- Chinese
- Other Ethnic Group (please specify)

MIXED

- White and Black Caribbean
- White and Black African
- White and Asian
- Other mixed (please specify)

Disability

Is Employee Disabled Yes /No Please select

Origin of Employee

Please select

First employment in teaching....

- Immediately after training
- Not immediately after training
- Employment based teacher training

Teaching post within....

- The LA sector in England or Wales
- Sixth from college in England or Wales
- Independent School in England or Wales
- University / FE/HE College in England or Wales
- Teaching post in Scotland or Northern Island

- Other education post in Scotland or N.Ireland
- Teaching Post outside the UK
- Other education outside the UK
- Non education employment – public sector
- Non education employment – self employed
- Non education employment – other employment
- From a career brake....**
- For family reasons
- Other Brake
- Unemployed and seeking work

Qualifications

Please select

- Post graduate initial teacher training
- Masters degree
- Doctorate
- BEd or other first degree combined with teacher qualifications
- Other first degree or equivalent
- Certificate in education or equivalent
- Any other qualification at NVQ level 4
- Non UK teaching qualification

Class of Qualifications

Please select

- First class honours
- Upper second class honours
- Lower second class honours
- Undivided second class honours
- Aegrotat (whether to honours or pass)
- Pass (degree awarded without honours)
- Ordinary
- General degree
- Degree awarded outside the UK and Eire
- Masters degree
- Doctorate
- Ordinary or pass (non degree course)
- Not known

Subject of Qualifications

(Please select from the list on the next page, you may select up to two if your qualification involved both subjects)

Code: _____

Course: _____

Date of Award _____

Country of Origin _____

A100	Pre-clinical Medicine	H100	General Engineering	Q100	Linguistics
A200	Pre-clinical Dentistry	H200	Civil Engineering	Q200	Comparative Literary studies
A300	Clinical Medicine	H300	Mechanical Engineering	Q300	English studies
A400	Clinical Dentistry	H400	Aerospace Engineering	Q400	Ancient Language studies
A900	Others in Medicine and Dentistry	H500	Naval Architecture	Q500	Celtic studies
B100	Anatomy, Physiology and Pathology	H600	Electronic and Electrical Engineering	Q600	Latin studies
B200	Pharmacology, Toxicology and Pharmacy	H700	Production and Manufacturing Engineering	Q700	Classical Greek studies
B300	Complementary Medicine	H800	Chemical, Process and Energy Engineering	Q800	Classical studies
B400	Nutrition	H900	Others in Engineering	Q900	Others in Linguistics, Classics and related subjects
B500	Ophthalmics	J100	Minerals Technology	R100	French studies
B600	Aural and Oral Sciences	J200	Metallurgy	R200	German studies
B700	Nursing	J300	Ceramics and Glasses	R300	Italian studies
B800	Medical Technology	J400	Polymers and Textiles	R400	Spanish studies
B900	Others in Subjects allied to Medicine	J500	Materials Technology not otherwise specified	R500	Portuguese studies
C100	Biology	J600	Maritime Technology	R600	Scandinavian studies
C200	Botany	J700	Industrial Biotechnology	R700	Russian and East European studies
C300	Zoology	J900	Others in Technology	R900	Others in European Languages, Literature and related subjects
C400	Genetics	K100	Architecture	T100	Chinese studies
C500	Microbiology	K200	Building	T200	Japanese studies
C600	Sports Science	K300	Landscape Design	T300	South Asian studies
C700	Molecular Biology, Biophysics and Biochemistry	K400	Planning (Urban, Rural and Regional)	T400	Other Asian studies
C800	Psychology	K900	Others in Architecture, Building and Planning	T500	African studies
C900	Others in Biological Sciences	L100	Economics	T600	Modern Middle Eastern studies
D100	Pre-clinical Veterinary Medicine	L200	Politics	T700	American studies
D200	Clinical Veterinary Medicine and Dentistry	L300	Sociology	T800	Australasian studies
D300	Animal Science	L400	Social Policy	T900	Others in Eastern, Asiatic, African, American and Australasian Languages, Literature and related subjects
D400	Agriculture	L500	Social Work		
D500	Forestry	L600	Anthropology		
D600	Food and Beverage studies	L700	Human and Social Geography	V100	History by period
D700	Agricultural Sciences	L900	Others in Social studies	V200	History by area
D900	Others in Veterinary Sciences, Agriculture and related subjects	M100	Law by area	V300	History by topic
F100	Chemistry	M200	Law by Topic	V400	Archaeology
F200	Materials Science	M900	Other in Law	V500	Philosophy
F300	Physics	N100	Business studies	V600	Theology and Religious studies
F400	Forensic and Archaeological Science	N200	Management studies	V900	Others in Historical and Philosophical studies
F500	Astronomy	N300	Finance	W100	Fine Art
F600	Geology	N400	Accounting	W200	Design studies
F700	Ocean Sciences	N500	Marketing	W300	Music
F800	Physical and Terrestrial Geographical and Environmental Sciences	N600	Human Resource Management	W400	Drama
F900	Others in Physical Sciences	N700	Office skills	W500	Dance
G100	Mathematics	N800	Tourism, Transport and Travel	W600	Cinematics and Photography
G200	Operational Research	N900	Others in Business and Administrative studies	W700	Crafts
G300	Statistics	P100	Information Services	W800	Imaginative Writing
G400	Computer Science	P200	Publicity studies	W900	Others in Creative Arts and Design
G500	Information Systems	P300	Media studies	X100	Training Teachers
G600	Software Engineering	P400	Publishing	X200	Research and Study Skills in Education
G700	Artificial Intelligence	P500	Journalism	X300	Academic studies in Education
G900	Others in Mathematical & Computing Sciences	P900	Others in Mass Communications and Documentation	X900	Others in Education

POST DETAILS (ALL POSTS)

Title of post		
Please state hours (non teaching)/FTE (teaching) per week	hours (non teaching)	FTE(teaching)
Number of working weeks per year	38 <input type="checkbox"/> 39 <input type="checkbox"/> 40 <input type="checkbox"/> 41 <input type="checkbox"/> 42 <input type="checkbox"/> 43 <input type="checkbox"/> 44 <input type="checkbox"/> 52 <input type="checkbox"/>	
Is the post a job share?	Please select Yes <input type="checkbox"/> /No <input type="checkbox"/>	
If yes, please give name of the job-sharer		
Is the post permanent, temporary or *casual/nil hours? * The school will submit claim forms for hours worked where employed for nil hours	Please select Permanent <input type="checkbox"/> /Temporary <input type="checkbox"/> /Casual /nil hrs* <input type="checkbox"/>	

TEACHING POSTS ONLY

Main subject	
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Please give details of teacher's salary spine points agreed

Common Pay Scale	Details	Number of Points
Experience – teaching		
Experience – Governing Body's discretion		

ADDITIONAL ALLOWANCES

TLR Please state TLR 1 or 2 and annual amount (note part-time staff receive a pro rata amount). Please state the annual amount you wish to be paid.	Please Select TLR 1A - 1D TLR 2A - 2C	£ £	annual full time amount annual pro rata amount
Recruitment and Retention Allowance	End Date, if applicable	£	annual amount
Special Needs Allowance	number of points	£	annual amount
			Number of Points
Upper Pay Scale			
TOTAL AGREED SALARY		£	

HEAD TEACHER PAY

Leadership Spine Point	
Schools Head Teacher Group	Group
Individual School Range (7 point range)	
Salary	

DEPUTY/ASSISTANT HEAD TEACHER PAY

Leadership Spine Point	
School Deputy/Assistant Head Group	Group
Individual School Range (5 point range)	
Salary	

SUPPORT STAFF ONLY

Salary grade/scale	
Spinal point agreed	
Salary	£

I confirm that the information given is correct.			
	Employee Signature		
	Date		
