

For Official Use

| | |
|-------------------------|----------|
| CRB cleared | YES / NO |
| (WCC) Disclosure Number | |
| List 99 cleared | YES / NO |
| Medically cleared | YES / NO |
| GTC cleared | YES / NO |
| NQT probation | YES / NO |

EDS No.**NOTIFICATION OF STARTER**

Please note that failure to provide full details could result in an error or delay in payment and inaccurate contract details.

Please ensure that the following relevant paperwork is enclosed – application form; equal opportunities envelope; references; CRB form; medical forms as appropriate; copy of advertisement.

To be completed for **ALL** new employees, and existing employees moving to new posts. Please return to: Schools Lifecycle Team, Human Resources, with all relevant paperwork, including a copy of the advertisement.

- Sections 1, 2, 3, 4, 5, 6 and 7 to be completed and signed by the successful candidate.
- Sections 8 and 9 to be completed and signed on behalf of the Governing Body.

| | | |
|-------------|------------|---------|
| SCHOOL NAME | CAPITATION | DCSF NO |
| | | |

| | |
|-------------------|--|
| Post Title | |
|-------------------|--|

| | |
|--|--|
| Start Date | |
| First Day of Work *Part time employees only | <p>Is the start date of employment the first day of employee's normal working pattern? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If not please specify the employee's first working day</p> <p>Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/></p> |

1. 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) | |
| Have you satisfactorily completed a probationary year? If yes, please enclose evidence. (Teachers qualifying after May 1999 only) | |
| Employee number, if current WCC employee | |
| Have you any previous WCC service? | if yes please state start date of continuous WCC service |
| Have you any previous other local government service? | if yes please state start date of other local government continuous service |

2. TEACHERS' SUPERANNUATION SCHEME (TSS) (for Teaching Posts only)

All appointments will automatically be subject to deduction of superannuation unless an election to opt out has been officially accepted by Teachers' Pensions.

| | |
|---|--|
| Do you pay contributions under the TSS? | |
| Do you pay additional contributions above the normal 6.4%? | |
| If yes, please indicate percentage | |
| Have you officially opted out of the TSS? <i>(If yes, please attach a copy of the notification from TP)</i> | |

3. EMPLOYEE BANK DETAILS

| | |
|-------------------------------------|-----|
| Name of bank /building Society | |
| Address | |
| Sort code (as on cheque book) | - - |
| Account number (as on cheque book) | |
| Roll number (Building society only) | |

EQUALITY OF OPPORTUNITY

Wiltshire County Council is committed through its Equal Opportunities Policy to ensuring that all job applicants are considered on a fair, unbiased and lawful basis. The County Council requires information about sex, ethnic origin, age and disability to help monitor this policy. The following information will only be used for this purpose and will be treated in strict confidence. I would describe my ethnic origin as:- (Please indicate in the appropriate box)

4. 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)

- **Refuse to specify**

5. Disability — Is the role at the school affected by mental or physical impairment

- Yes
- No
- Refuse to specify

6. Origin of Employee (Teaching posts only)

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 form 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 CAREER BREAK

- For family reasons
- Other Break
- Unemployed and seeking work

7. Qualifications - Teaching and Teaching Assistant Posts Only (Post A level and NVQ level 4 or above qualifications)

- | | 1 st | 2 nd | 3 rd |
|--|--------------------------|--------------------------|--------------------------|
| - Post graduate initial teacher training | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Masters degree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Doctorate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - BEd or other first degree combined with teacher qualifications | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Other first degree or equivalent | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Certificate in education or equivalent | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Any other qualification at NVQ level 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Non UK teaching qualification | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Class of Qualifications

- | | 1 st | 2 nd | 3 rd |
|--|--------------------------|--------------------------|--------------------------|
| - First class honours | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Upper second class honours | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Lower second class honours | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Undivided second class honours | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Aegrotat (whether to honours or pass) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Pass (degree awarded without honours) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Ordinary | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - General degree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Degree awarded outside the UK and Eire | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Masters degree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Doctorate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Ordinary or pass (non degree course) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Not known | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Subject of Qualifications

(Please select from the list on http://www.hesa.ac.uk/dox/jacs/JACS_complete.pdf or contact you school for this list, you may select up to two if your qualification involved both subjects)

Code: _____

Course: _____

Date of Award: _____

Country of Origin: _____

NB If you have multiple qualifications of post A level and above NVQ level 4 please state them all and not just the most recent.

I confirm that the information given in Sections 1, 2, 3, 4, 5, 6 and 7 is correct and I agree to my salary being paid directly into my bank/building society account.

| | |
|--------------------|--|
| Employee Signature | |
| Date | |

8. POST DETAILS (ALL POSTS)

Please ensure all the relevant details are completed to enable correct payment of salary and accurate preparation of contractual details.

| | |
|--|---|
| POSITION CODE (please refer to your Notification Pack) | |
| 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"/> |

TEMPORARY CONTRACTS

The ending of all contracts (apart from casual) is a dismissal in law and can only be done by a staffing panel of governors.

If the contract is temporary please state reason (*This is a **legal requirement** and will delay the issuing of the contract if not completed*)

| | |
|--|--|
| <p>Open Ended Contract</p> <ul style="list-style-type: none"> This would normally be used for an appointment to cover maternity leave, sick leave or pending a permanent appointment, e.g. for short term needs. The statement should include an estimate of the likely duration of the appointment and must include a clear reason for the appointment being temporary. The appointment will cease when the temporary reason no longer exists, e.g. when the post holder returns from maternity leave or sick leave etc. This is a dismissal. Appropriate notice of termination of contract should be issued. | <p>Reason Please select</p> <p>Cover Long Term Sickness <input type="checkbox"/></p> <p>/Maternity <input type="checkbox"/>/Pending Permanent Appointment <input type="checkbox"/></p> <p>If this open ended contract is to cover maternity leave/long term sickness please state the name of the employee on maternity leave/long term sickness</p> |
|--|--|

| | |
|--|--|
| <p>Fixed Term Contract</p> <ul style="list-style-type: none"> This might be appropriate for an appointment to meet a temporary need for which there is a clear specific end date, e.g. to provide cover for a seconded member of staff. No notice is required, as the termination date is known from the outset, although it is fair to let the employee know in advance whether the contract will be renewed or extended. It is important to include a notice provision, whereby either party can terminate the contract before the declared end date; otherwise it may be construed as a guarantee of employment for the expressed period. | <p>Please state reason for this contract</p> |
|--|--|

| | |
|---|---|
| <p>Specific Purpose Contract</p> <ul style="list-style-type: none"> Where an individual is employed to do a particular task or for a particular purpose. The contract is terminable on the happening or non-happening of a future event. It is essential that the contract is explicit and clearly states the purpose of the engagement and that the employment will cease with appropriate notice upon its fulfilment. | <p>Please state reason for this contract</p> <p>Name(s) of pupil(s)</p> |
|---|---|

| | |
|--|--|
| <p>Is this a new post/replacement? <i>(Name of person replaced)</i></p> | <p>New Post <input type="checkbox"/> Replacement <input type="checkbox"/></p> <p>Name of Person replaced</p> |
| <p>End Date if fixed term/approx duration if temporary <i>(please see notes)</i></p> | |
| <p>Is the post residential?</p> | |
| <p>Additional payments</p> | |

TEACHING POSTS ONLY

| | |
|--------------|--|
| Main subject | |
|--------------|--|

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). <i>Please state the annual amount you wish to be paid.</i> | 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 | |

Human Resources will be pleased to provide advice on the provisions of the Teachers Pay and Conditions Document (TPCD) which affect salary entitlements of staff (and discretion available to the Relevant Body). However, responsibility for the determination of the salary point of teachers is delegated to the Relevant Body (in the case of locally managed schools – the Governing Body). Human Resources will prepare a salary statement based on the Relevant Body's decision but will not accept liability for incorrect salary assessments.

SUPPORT STAFF ONLY

| | |
|---------------------|---|
| Salary grade/scale | |
| Spinal point agreed | |
| Salary | £ |

9. This candidate has been interviewed in accordance with the procedure adopted by the Governing Body for the post indicated and is recommended for appointment.

| | |
|---|--|
| Signature of head teacher or designated officer | |
| Name | |
| Date | |

Please post the completed form to Lifecycle Team, Human Resources, County Hall, Trowbridge, Wiltshire BA14 8JN
We can not guarantee the security of confidential information sent via email therefore will only accept printed copies of this form

Data Protection Statement – Data Protection Act 1998

Wiltshire County Council has a duty to protect personal information; Wiltshire County Council will process this information in accordance with the Data Protection Act 1998. This information will be stored on computer and manual files.

For office Use only

| HR Lifecycle Team Checklist | Date | Completed by |
|---|------|--------------|
| Payroll record completed | | |
| Trim folder created | | |
| TR6 completed (for teaching staff) | | |
| Payroll notified if AVCs payable | | |
| Request made for missing/inaccurate information at point of input (please give brief details) | | |

GUIDANCE NOTES

Sections 1, 2, 3, 4 5, 6 and 7 to be completed and signed by the successful candidate.

Sections 8 and 9 to be completed by the appointing establishment.

N.B. incorrect or missing details may result in an error in payment or inaccuracy in contractual details.

Please ensure that the following relevant paperwork is enclosed – application form, equal opportunities envelope, references, CRB form, medical forms as appropriate, copy of advertisement.

Please give as much information as possible regarding the status of the post, i.e. permanent, fixed term, etc., and reason for appointment. For permanent appointments it is helpful to know who the person is replacing or whether the post is a new one.

Which type of contract to use?

There are a number of different forms of contracts which may be applied to an appointment:

Permanent; fixed term; open ended; casual; specific purpose; job share.

The nature of the appointment should be agreed before the post is sent out to advert on the basis of knowledge about whether the need for the work is long term or short term etc.

Permanent

These are issued to full time and part time staff where, as far as can be predicted, there seems to be no specific reason why the contract should be terminated in the foreseeable future.

Temporary and Fixed Term Contracts

The ending of all contracts (apart from casual) is a dismissal in law and can only be done by a staffing panel of governors.

1. **Open Ended Contract** – this would normally be used for an appointment to cover maternity leave, sick leave or pending a permanent appointment, e.g. for short term needs. The statement should include an estimate of the likely duration of the appointment and must include a clear reason for the appointment being temporary. The appointment will cease when the temporary reason no longer exists, e.g. when the post holder returns from maternity leave or sick leave etc. This is a dismissal. Appropriate notice of termination of contract should be issued.
2. **Fixed Term Contract** – this might be appropriate for an appointment to meet a temporary need for which there is a clear specific end date, e.g. to provide cover for a seconded member of staff. No notice is required, as the termination date is known from the outset, although it is fair to let the employee know in advance whether the contract will be renewed or extended. It is important to include a notice provision, whereby either party can terminate the contract before the declared end date; otherwise it may be construed as a guarantee of employment for the expressed period.
3. **Casual Employees** – casual employees are employed on a short term (no more than 4 weeks) but irregular and unpredictable basis. They are used for emergency cover or to assist during peak periods of the year. Casual employees have no continuity of employment. Therefore they are not entitled to certain benefits.
4. **Specific Purpose Contract** – where an individual is employed to do a particular task or for a particular purpose. The contract is terminable on the happening or non-happening of a future event. It is essential that the contract is explicit and clearly states the purpose of the engagement and that the employment will cease with appropriate notice upon its fulfilment.

Job Share

A job share is a post undertaken by more than one person. The manager can ask that all the tasks normally allocated to a post are undertaken, and covered by the job sharers. This could include attendance at staff meetings, etc. Both job sharers should therefore be on the same type of contract, i.e. permanent, fixed term, etc., with the same conditions applying.