**Apprentice agreement** **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: |
| **Please state the actual working hours per week** |  |
| **Term time only (Please select the number of weeks)** | 38  39  40  State other: |
| **Working pattern (hours per day)** | Monday:  Tuesday:  Wednesday:  Thursday:  Friday:  Saturday:  Sunday: |

## **3. Salary details:**

|  |  |
| --- | --- |
| Pay grade |  |
| Spinal column point |  |
| Off scale |  |

## **4. Documents:**

|  |  |
| --- | --- |
| **Application form**  Original signed application form attached (wet signature) |  |
| **Medical questionnaire** | 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 number and 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.** N.B. Only applicable if employee is undertaking unsupervised/undirected teaching work or for Section 128 Provisions (Academies) |  |
| **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 the 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:**

|  |
| --- |
| 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**](mailto: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.**