**New Starter Form – ALL FIELDS ARE MANDATORY**

The Notification of Appointment form is required for setting up all new starters and transfers in a post.

Please submit completed forms to HR: [HR@bebcmat.co.uk](mailto:HR@bebcmat.co.uk)

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| **NEW APPOINTMENT DETAILS** | | | |
| **NAME OF SUCCESSFUL CANDIDATE:** |  | | |
|  | | | |
| **POST/CONTRACT DETAILS:** | *All fields are mandatory* | | |
| **School:** |  | | |
| **Post Title:** |  | | |
| **Work email address:** |  | | |
| **Employee Contract Type:**  **Permanent**  **Temporary / Fixed Term Please provide an expiry date:**    **Casual**  **Secondment Opportunity Please provide an expiry date:** | | |  |
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|  |
| **Contract Hours:** | Per week | **Term Time or Full Year** |  |
| **Pay Grade:** |  | **Spinal Column Point (SCP)** |  |
| **Working pattern:** | **Monday  Tuesday  Wednesday  Thursday  Friday** | | |
| **Additional Pay:**  (e.g. TLR) | If there are no additional payments please state ‘none’ | | |
| **Additional Details / other information:** |  | | |
| **Post Start Date:** |  | | |
|  | | | |
| **Headteacher signature:** |  | | |
| **Date:** |  | | |