**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

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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:**  |  |
|  |
|  |
|  |
| **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:** |  |