

HR Transactional Services

New Employment or New Assignment

School	
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New Employee		Additional Assignment		Start Date									
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Title		Surname		Forename(s)	
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Date of Birth										N.I. Number								Male/Female	
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TRN Number (Previously DFE) - Teachers Only		Qualified Teachers Status Route	
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Address	Line 1		Line 2			
	Line 3		Line 4			
Post Code			Phone No: Home/Work		E-mail Address	

I Gov / Teachers Continuous Service Dates/Details		Teachers Aggregated Service (Num Years)	
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Costing Group		Position Number	
Job Title		Pay Band/Grade Name	
Assignment Category		Fixed Term End Date (if applicable)	
Scheme and conditions of Service		Hours Per Week	Weeks Per Year

FTE Actual Salary or hourly rate (if casual)		Increment Point Range					
		Min		Max		Start	Special Ceiling

Allowances									
Description	Action					Date Effective From	Date to (if Temporary)	Amount £/P	
	New	Change	Delete	Hours	Weeks			Month	Year

Cost Centre - for specific Salary/Allowance code (if applicable)	1	% to be allocated	2	% to be allocated
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Documentation	Attached	To follow	None	Document	Attached	To follow	None
P45 or starters statement				Bank Details			
NI Age Exemption Card (if applicable)				Pension Declaration			

Authorised Signatory		Date	
Print Name		Designation	

- Note: as per standing Schools Financial Regulations, this form must be authorised by a designated Officer employed by the School.
- In authorising this form, you are confirming that the appropriate checks in regard of Asylum and Immigration (A & I), the Disclosure and Barring Service (DBS), and Prohibition have been completed and are compliant with statutory regulations.
- Please submit completed forms to HR Transactional Services via our webxchange address: T3339986_HR_Pay_(insert name of your school)

Actioned to Payroll by		Assignment Number						-		Date	
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