

New Employee Data Capture Form

SECTION A: Employee Details

Surname: _____ Forenames: _____ Title: _____

National Ins. No. : _____ Maiden/Previous Name: _____

Date of Birth: _____ Telephone No. : _____

Address: _____ Mobile No. : _____

_____ Email: _____

Postcode: _____ Emergency Contact Name: _____

Relationship to Employee: _____ Emergency Contact Tel No. : _____

Bank Account Number: _____ Sort Code: _____

Bank/Building Society Name: _____

Bank/Building Society Address: _____

Bank/Building Society Postcode: _____

Have you been previously employed by the EA or its legacy regions (yes/no)? ☐

If YES, please enter your previous Staff Number (if known): _____

If you are a supervisory assistant or a caterer, do you wish to avail of school meals (yes/no)*? _____

If you choose "Yes" £0.30per day will be deducted from your salary _____

**if you are neither of these roles, please respond with N/A*

SECTION B: Child Protection (to be completed by Employee)

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'. It is a criminal offence for any individual on any barred list or who is the subject of a disqualification order from the courts; to apply for, offer to do, accept or do any work in a post involving regulated activity, paid or unpaid. Engagement in a post defined as 'regulated activity' is subject to a satisfactory outcome of the vetting procedure, including receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI. As your engagement involves regulated activity, you are required to inform your Principal/Line Manager if, during your engagement, you become the subject of an investigation into an allegation that involves matters of child protection; or if you are subject to police caution, bind over or conviction for any offence that could impact upon your suitability to work in regulated activity. Failure to do so will be considered a most serious breach of discipline.

Is there any reason as to why you would not be suitable to work with children/young people Yes/No?

If yes please provide details below

SECTION C: Warranties (to be completed by Employee)

You warrant that you are entitled to work in the United Kingdom without any additional approvals and you will notify the Education Authority immediately if you cease to be so entitled during your employment with the Education Authority. Further warranties are set out at **Appendix 1** to this Temporary Engagement Form and are required in the event that the Education Authority acts as your Sponsor.

DATA PROTECTION STATEMENT/GENERAL DATA PROTECTION REGULATION (GDPR)

The information provided by you to the Education Authority (EA) is required by us to process your appointment and perform the contract of employment we are entering into with you. EA is obliged to comply with the General Data Protection Regulation when processing your personal information. We will process your personal information on the legal basis that it is part of our legal obligation to employ staff to fulfil the statutory duties of the organisation and also to perform the contract of employment. Your personal information will be shared with the relevant parties such as NILGOSC, Department of Education, HMRC, payroll service provider as detailed on the EA Employee Privacy Notice. It will not be shared or processed for any other purpose without your express consent.

We have published detailed Privacy Notices on our website www.eani.org.uk/privacy which provide further information on how EA processes your personal information as well as detail on how to contact us if you have any questions. If you are unable to access the EA Privacy Notices, please contact Human Resources and copies will be provided. If you are employed in a school, your information will also be processed in accordance with the School Employee Privacy Notice, a copy of which will be available from the school office or may be available on the school website.

PENSION: CONTRACTUAL ENROLMENT AND AUTOMATIC ENROLMENT

The Local Government Pension Scheme (NI) or LGPS(NI) is a defined benefit, career average revalued earnings (CARE) scheme and administered by NILGOSC. You should note that if your contract of employment is for three months or more you will be contractually enrolled into the pension scheme from your date of commencement and deductions made accordingly. If the duration of contract is unknown and subsequently lasts for more than three months you will be contractually enrolled from the first day of the fourth month and deductions will be made accordingly. Subsequently, if your earnings are of a specified level you will be automatically enrolled in to the scheme. If you do not wish to remain a member of the scheme you should contact NILGOSC to request an opting out form, which you should complete and forward to your local Payroll office. If none of the above applies to your employment and you wish to become a member of the Scheme you will find further details on the Education Authority's website/intranet www.eani.org.uk or on the NILGOSC website www.nilgosc.org.uk or by contacting NILGOSC at 411 Holywood Road, Belfast, BT4 2LR / 028 9076 8025.

During your employment with the Authority you may, through the normal course of your duties, have access to personal information relating to pupils, students, school/EA employees, parents and members of the public. You are required to treat all such information as highly confidential both during the term of this contract and at all times thereafter. Any breach of confidentiality or use/sharing of such information outside of your work duties may result in the Authority taking appropriate action against you.

EMPLOYEE CHECKLIST

I am not in receipt of any social security benefit which would prohibit me from working with the Education Authority. I confirm that the details above are true and accurate.

☐

I accept that my employment in this post is on a temporary basis. I have read and understood all of the above.

☐

The Education Authority reserves the right to terminate your employment, without notice or pay in lieu of notice, on the grounds of summary dismissal for gross misconduct and/or you cease to be eligible to work in the UK.

Signed (temporary employee - print name): _____

Date: _____

Submission of this form

Please return to your line manager as soon as possible so you can be set up on the Education Authority payroll system in a timely manner.