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| New Starter Form (Manager) - Strictly Private and Confidential |

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| **To be completed by the recruiting Manager once provisional offer clearances are received (please write in BLOCK CAPITALS).** |

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| First Name(s): |  | Surname: |  |

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| Start Date with HDC: |  | Job Title: |  |

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| --- | --- | --- | --- |
| Service: |  | Department: |  |

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| --- | --- | --- | --- |
| Hours per week: |  | Location: (e.g. Civic Centre, Latton Bush, etc.) |  |

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| --- | --- |
| Working Pattern: |  (please specify the working days and working hours below) |

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| Post Status (please tick): | Casual **□** | Permanent **□** | Fixed Term **□** | Fixed term end date |  |

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| Grade: |  | Scale Point: |  | Annual Salary: (if applicable) | £ | Hourly Rate:(if applicable) | £ |

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| --- | --- | --- |
| Is this post subject to Casual Car Allowance? (please tick) | Yes **□** | No **□** |

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| Please note employees will only receive casual car allowance if they have the correct documentation. Please confirm you have seen the following original documents by ticking the boxes below (can be confirmed at a later date):  |
| Full UK Driving Licence **□** | MOT Certificate **□** | Insurance Certificate for Business Use **□** |

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| Is this post subject to any additional allowances (e.g. Committee Attendance, Shift Allowance, Weekend Allowance etc.): |
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| Please provide any additional information regarding this post (e.g. requirement to attend evening/committee meetings, working out of office hours etc.): |
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| Please detail any health surveillance required for the role: (e.g. Musculoskeletal Disorders Screening, Hepatitis B)  |
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| Is this post part of the Flexi Scheme? (please tick)  | Yes **□** | No **□** |
| **Please tick to confirm you have received the following documentation and send these through with this form:** |
| **□** 2 x Satisfactory Work References | **□** P45 (where applicable) | **□** Application Form and Recruitment Letters/Interview Notes, signed copies of certificates | **□** DBS Clearance (If Applicable) |
| **□** Proof of eligibility to work in the UK e.g. copy of Passport/Relevant Documents (Signed to confirm you have seen the originals) | **□** CAM form completed |

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| **PLEASE COMPLETE THIS FORM FULLY AND SEND IT TO HR/PAYROLL FOR PRODUCTION OF A CONTRACT OF EMPLOYMENT PRIOR TO COMMENCEMENT OF EMPLOYMENT.**  |

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| Line Manager Name: |  |

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| Line Manager Signature: |  | Date: |  |

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| **HR ONLY****iLearn set up:** |  | **Contract completed:** |  | Date: |  |

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| **How your information will be used** Harlow Council understands that your privacy is important to you. The details you provide on this form will be kept private and confidential. However, some information may be shared with the Department of Work and Pensions, Her Majesty’s Revenue and Customs and if you are part of the Local Government Pension Scheme, Essex County Council Pension Services for employment records purposes. Some information may be shared internally with Accountancy, ICT and Internal Audit for administration and auditing purposes and to keep Council directories up to date. This form will be kept on your Personnel File and your information stored electronically on the Chris 21 system and held for six years after your employment termination date. Harlow Council is under a duty to protect the public funds it administers, and to this end may use the information you provide for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, please see the Data Matching statement on Harlow Council’s website at http://www.harlow.gov.uk/data-matching.  |