

| | | | | | | | |
|--|-------------|----|--------------------|----|----|------|----|
| Please tick: | New Starter | | Change in Contract | | | | |
| Name of employee: | | | | | | | |
| Job title of employee: | | | | | | | |
| Location(s) to be based at: | | | | | | | |
| Salary (state if per annum, pro rata and if hourly, state hourly rate): | £ | | | | | | |
| Start date of contract/change: | | | | | | | |
| End date of contract/change: | | | | | | | |
| Type of contract: | Permanent | | Fixed Term | | | | |
| Term Time contract: | Yes | | No | | | | |
| Holiday entitlement Number of Days: | | | | | | | |
| Hours/Days: | Mon | Tu | We | Th | Fr | Sa | Su |
| | | | | | | | |
| Total Hours Worked per week: | | | | | | | |
| Notice Period i.e. 1 week, 1 month or 3 months. | | | | | | | |
| Copy passed to finance: | | | | | | | |
| Name of Manager requesting start or change to contract: | | | | | | | |
| Manager's Signature: | | | | | | Date | |
| Executive Director's Signature: | | | | | | Date | |
| Additional Detail for Contract: (employment subsidy, holiday conditions, continuity of service, travel, shift pattern, changes etc.) | | | | | | | |

Please pass to finance once approved