

## Temporary Engagement Form

### Information about this form

This form is for submitters to fill out and submit to EA HR when recording new temporary hires. Fields in **bold** are **mandatory**.

**ONLINE USERS:** Please ensure you have opened this form with Acrobat Reader to use this functionality. When you have completed the form, click **SUBMIT** and select **Continue**. This will open your email with a pre-generated email to your relevant People Services office. **Send** this to confirm. Your form will be received by the relevant People Services inbox.

**PAPER USERS:** Print out the form and fill out as required. Once complete, print/scan in full and email or post to the relevant People Services office (details below):

<b>Armagh Office:</b> People Services, 3 Charlemont Place, The Mall, Armagh BT61 9AX peopleservices- Armagh@eani.org.uk	<b>Ballymena Office:</b> People Services Ballee Centre, 2-6 Ballee Road West, Ballymena BT42 2HS peopleservices- Ballymena@eani.org.uk	<b>Belfast Office:</b> People Services 40 Academy Street, Belfast BT1 2NQ peopleservices @eani.org.uk	<b>Dundonald Office:</b> People Services Grahamsbridge Road, Dundonald BT16 2HS peopleservices- Dundonald@eani.org.uk	<b>Omagh Office:</b> People Services 1 Hospital Road, Omagh BT79 0AW peopleservices- Omagh@eani.org.uk
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### SECTION A: Employee Details (to be completed by Employee)

**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:** \_\_\_\_\_

Please note employees with no work or personal internet access can receive a printed payslip to their home address (as specified above) by ticking this box

**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, deducted from your salary (yes/no)? \_\_\_\_\_

## SECTION B: Post Details (to be completed by Principal/Line Manager)

Post: \_\_\_\_\_ Location: \_\_\_\_\_

Date of commencement: \_\_\_\_\_ Leaving date (if known): \_\_\_\_\_

*If the leaving date is unknown, please submit a Termination of Contract form when the employee leaves.*

**Record the employee's working pattern (in hours) below. Input 0 for non-working days.**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
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\_\_\_\_\_

**Is the Contract Type All Year or Term Time?** \_\_\_\_\_

**Is this a new or replacement post?** \_\_\_\_\_

If replacement, please give the name of the substantive post holder: \_\_\_\_\_

**Reason for temporary employment:** \_\_\_\_\_

If you said OTHER, please provide a reason here: \_\_\_\_\_

**Will this appointment last more than 4 weeks (yes/no)?** \_\_\_\_\_

If the appointment is for a statemented/special needs pupil, please provide the following details below:

Student Number: \_\_\_\_\_ Student Initials: \_\_\_\_\_ Year Group: \_\_\_\_\_

## SECTION C: 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 in an educational setting (yes/no)?** \_\_\_\_\_

If you answered yes, please provide details below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION D: 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](http://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](http://www.eani.org.uk) or on the NILGOSC website [www.nilgosc.org.uk](http://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: \_\_\_\_\_

## SECTION E: Access NI & Right to Work (to be completed by Principal/Line Manager)

Please refer to guidelines issued in respect of vetting and eligibility to work in the UK.

### Access NI Clearance

It is a requirement that an Access NI Enhanced Check is conducted before commencement of employment. Where this not possible i.e. in the event of Emergency Cover the employee MUST complete the Access NI check on day one of their employment. In the event that an Access NI check cannot be completed prior to engagement, a risk assessment must be completed and all necessary steps must be taken to ensure the safeguarding of children and young people, as per: DE Circular 2013/01 disclosure and barring arrangements: vetting requirements for **paid** staff working in or providing a service for schools. Access NI Pin Forms can be found on the Timesheet Web Portal for paid employees or by contacting: Access NI Unit, Ballymena, by telephoning 028 2566 1193, or by email at [accessni@eani.org.uk](mailto:accessni@eani.org.uk)

### Right to Work in the UK

As of 1<sup>st</sup> July 2021 due to the UK's exit from the EU, new Right to Work documentation is required for new employees.

### Documents required from 1 July 2021

UK & Irish Nationals – Valid Passport or Birth Certificate & Official document containing National Insurance Number EU, EEA & Swiss - Date of Birth & EU Settlement Scheme Right to Work Share Code

Please refer to guidelines issued in respect of vetting and eligibility to work in the UK.

### PRINCIPAL/LINE MANAGER CHECKLIST

If a current Access NI check is not in place, I confirm that I have forwarded the necessary documentation to the Access NI Unit to facilitate all vetting and eligibility checks.

I confirm that I have verified that the employee is eligible to work in the UK.

I can verify that all sections of the form are fully and accurately completed.

**FAILURE TO COMPLETE THIS FORM CORRECTLY WILL RESULT IN DELAY OF SALARY PAYMENT**

Signed (Principal/Line Manager – print name): \_\_\_\_\_

Date: \_\_\_\_\_

*Once complete, please click the relevant submit button below to send the form to your designated HR office.*

### HR OFFICE USE ONLY

Completed by: \_\_\_\_\_ Authorised by: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_