

## **Bracknell Forest Borough Council**

### **Children, Young People and Learning**

#### **Information for Newly Appointed Employees**

If you are a new employee, or if you are returning after a substantial break, there are several documents that we need you to forward to us as soon as possible. This should ensure that there is no delay in the payroll section paying you the correct salary, applying the correct pension and tax details, and that any medical and DBS checks that are required can be carried out as quickly as possible.

Please forward the following to your School Business Manager/Bursar:-

- Income tax P45. Please contact your Bursar if you do not have a P45, and they can send you a P46 or download one from the HMRC website. If you are still employed elsewhere, you will not receive your P45 from your employer until after your last pay date there. Without the P45/P46, payroll may have to deduct tax at the basic rate.
- National Insurance Number if not already provided on the P45

#### **Medical Questionnaire**

You will shortly be sent an email from our Occupational Health partner, Heales, containing a pre-employment health questionnaire.

Please ensure you check all your details and check your Date of Birth before you return the form.

Please be aware that when the completed questionnaire has been reviewed you may receive a telephone call to verify some details or in some cases an appointment may be necessary.

#### **Disclosure & Barring Service**

As part of your role you are required to undertake a DBS (formerly CRB) check

Please follow the web link below to access the system:

<https://disclosure.capitarvs.co.uk/bracknell/>

You will need to click on START APPLICATION (orange box) and log in using the following information:

Organisation Code – **TO BE COMPLETED BY SCHOOL BEFORE SENDING OUT**

No password is required.

If you log into the system using the above details you should be able to complete the form. I have attached the user guide in case you need any assistance.

Once the on-line form is complete, please bring your identity documents into school to progress your DBS application.

For a full list of acceptable documents please follow this link - <https://www.gov.uk/crb-criminal-records-bureau-check/documents-the-applicant-must-provide->

You will also need to provide evidence of your Right to Work in the UK , suitable documents are detailed in the link below. You will need to bring the original documents into school for verification and the school will retain a copy.

<http://www.hmrc.gov.uk/migrantworkers/documents.htm>