**EMPLOYMENT DATA COLLECTION FORM**

**Please complete the form fully and return to**

**the School Business Manager**

**BASIC DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **Forename:** |  | **Surname:** |  |
| **Middle name:** | |  | | **Legal Surname:** |  |
| **Chosen name:** | |  | | **Gender:** |  |

**PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Birth:** |  | **Age:** |  |
| **Ethnicity:** |  | **Religion:** |  |
| **NI Number:** |  |  |  |
| **Impairments / Disabilities / Allergies:** |  | **Date Advised:** |  |

**ADDRESS & CONTACT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | | |
| **Home Tel:** |  | **Mobile Tel:** |  |
| **Home Email:** |  | **Work Email:** |  |

**VEHICLE DETAILS** (please complete the boxes below if applicable)

|  |  |  |
| --- | --- | --- |
| **Type:** | **Colour:** | **Registration Number :** |
|  |  |  |

**EMERGENCY CONTACT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Contact Number(s)** | **Mobile:**  **Work:**  **Home:** |

**BANK DETAILS** (if different to details already provided)

**(Please note it is your responsibility to ensure bank details are correct, Romero Catholic Academy Trust cannot accept liability for incorrect information supplied on this form)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name:** | | | | |
| **Account Holder (Name):** | | | | |
| **Name of Bank/Building Society** | |  | | |
| **Sort code:** |  | | **Account Number:** |  |
| **Building Society Roll Number (if applicable):** | | | | |

**QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Subject(s)** | **Level/Class of Degree** | **Date Awarded** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Teacher Number (please include teacher number if applicable)**

|  |
| --- |
|  |

|  |
| --- |
| **Employee Declaration** |

**Please sign the box below to confirm the information provided on this form is true and accurate. In signing you also provide your explicit consent for Romero Catholic Academy Trust to hold this data on your personnel file for the duration of your employment and for any legal requirement thereafter, in line with relevant GDPR legislation.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |