

Staff - Joiners Movers Leavers

Caller

Name	tina spry
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Email	tina.spry@medway.gov.uk

Please select what type of request you are making. New Staff (Joiner)

Staff New (Joiner)

Please note: the information provided in this document is used to specify the contractual arrangements between the future employee and Medway Council.

Please also note that a £50 administration charge will be levied if name changes are requested after this form has been processed, other than those required through marriage or deed poll.

PLEASE NOTE: only choose ONE option. If the new starter is a Temporary staff member, recruited via our Temporary Recruitment Team, you DO NOT also need to select that they are an External Agency Worker.

The new starter will be (tick one option ONLY):

New Established Employee of Medway Council

Temporary staff member, recruited via our Temporary Recruitment Team

External Contractor / Inspector / External Auditor / Student Placement / Work Experience / Volunteer / Regional Adoption Agency

External Agency Worker



tick to confirm the new employee DOES NOT REQUIRE a Medway network login/email address.



Please consider this carefully - will your employee require email access, telephone services or access to Medway corporate computer systems and software/applications? if so, say YES instead to the previous question

Does this new Medway Council employee require a Medway Windows Logon for systems access?

select YES if the new staff member will be using email, telephony or any other corporate computer system.

If NO because the new employee already has a Medway email address/ login - This is a Staff Change (Mover) - Please complete the Staff Change (Mover) section of this form.

Does this new Medway Council employee require a Medway Windows Logon for systems access? No

Is this an internal appointment? No

Interview Assessment Form

Note: Without attaching the interview notes you will not be able to submit this form

Please upload the interview assessment form / notes of the successful candidate

Katie Holmes.pdf

New Starter

Title Ms

First Name Katie

Last Name Holness

National Insurance Number

Home Address 26 WATLING STREET ROCHESTER ME2 3NY

The Talent Acquisition Team will contact you once all compliance checks have been completed, at which point you will be able to arrange a start date. We will ensure these checks are completed as quickly as possible

Duration of Contract (if applicable)

Directorate	Regeneration, Community, Environment & Transformation
Department	Sport
Section	Lesiure
Service Condition	Medpay
Post Number	3002R1
Location	Office-Based
Where is the employee based when in the office?	Strood Sports centre
Post Title	Cleaner
Is this post subject to Baseline Personnel Standard Security (BPSS) checks?	No
Has the post been through the Medpay Review?	Yes
MEDWAY Medpay Review Salary Grades	MPR 1A
STG Medpay Review Salary Grades	
FTE Salary	23557
Employee Status	Part Time Permanent (PP)
Post Occupancy	Established
	Please state the hours to be worked each day - hours must be in decimal format e.g. 7 hours 24 mins is entered as 7.4 If 0 (zero) hours are required on a specific day please enter 0
Sunday	0
Monday	0
Tuesday	4
Wednesday	0
Thursday	4
Friday	4



Saturday 6

Total number of hours worked per week 18

Weeks Per Year

Car Status Casual / None

Month annual leave will start April

Is a Criminal record disclosure required (DBS Check)? Not Required

Allowances/Special Conditions

Overtime (i.e time off in lieu, plain time, national conditions.)

Will the new staff member have Contract Management Responsibility? No

Will the new Staff member be a Head of Service? No

ICT Requirements

ICT Changes - An ICT SLA of 10 working days is applicable to all staff changes.

MUST READ: Failure to provide accurate information from this point forward will result in a delay in ICT Network Access and/or Telephony setup.

Please provide the email address of an existing employee with a similar role to the new user. Karen Lemar

Is the existing employee with a similar role a Head of Service? No

Desk Phone

Does the employee require a desk phone number? (tick if yes)

Mobile Phone

If the new starter requires a mobile phone, this can be requested via the webshop
Get a reminder: By checking the tick box above we'll send you an email with a link to the webshop following the completion & submission of this form.

E-mail



Does the employee require an email address? No

Drive Access

Do they require access to any shared drives? No

System Applications Access

NOTE: Access to specific systems and applications MUST be requested via the specific service area on the Self-Service Portal using the Request Access form(s).

NO ACCESS to additional Systems or Applications can be requested via this New Staff User form.