

### TUPE DATA VERIFICATION FORM – SUPPORT STAFF

The information below will be transferred to the PFMAC as part of the pre-TUPE transfer due diligence process. Please check your personal details carefully. If any of the details are incorrect please show the corrected details in the column “AMENDED DETAILS”. Where all personal information is correct you do not need to do anything further. If amendments are required please return the corrected form to your Headteacher/school office/HR office as soon as possible, **no later than 27.11.2020**

DATA DESCRIPTION	DATA HELD	AMENDED DETAILS
Personal Title		
First Name		
Middle Name		
Last Name		
Address		
Phone Number		
Mobile Number		
Sex		
Date of Birth		
National Insurance Number		
Appointment Date		
Contract Status		
Job Title		
Fixed Term Date <i>(if applicable)</i>		
Person Covered <i>(if applicable)</i>		
Named Child <i>(if applicable)</i>		
Temporary Reason <i>(if applicable)</i>		
Current Employment Continuous Service Date		
Local Government Continuous Service Date		
Full Time Equivalent Salary - excluding allowances		
Part Time Equivalent Salary - excluding allowances <i>(if applicable)</i>		
Salary Scale		
Point		
Weeks Worked Per Year		
Annual Leave Entitlement		
Permanent Hours <i>(if applicable)</i>		
Temporary Hours <i>(if applicable)</i>		
Temporary Hours End Date <i>(if applicable)</i>		

<b>NAME</b>	
<b>SIGN</b>	
<b>DATE</b>	