

**Education Directorate: Education Service**

**Awarding Additional Salary Points Application Form**

This form is for teachers requesting additional salary points for previous teaching service. Before completing this form please refer the SNCT Handbook and North Ayrshire Council LNCT 03-B available at [www.snct.org.uk](http://www.snct.org.uk). You may also wish to consult with your Trade Union representative prior to submission. Your application form will be read in conjunction with your Application for Employment, and you may be contacted to provide additional information if required.

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| **Section 1: Applicant Details** | | | |
| Name: |  | Designation: |  |
| School: |  | Sector: |  |
| NAC start date: |  | Subject (if applicable): |  |

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| **Section 2: Previous Teaching Service** | | | | | **For Office Use Only** | |
| **Name and address of employer**  **(most recent first)** | **Job Title** | **Start Date** | **End Date** | **Hours per week** | **Total years &**  **months** | **Upheld/ Not upheld** |
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| **Section 3: Previous Non-Teaching Service (Relevant to Subject Being Taught)**  For completion by teachers requesting additional salary points for previous non-teaching service relevant to the subject being taught. Experience must demonstrate knowledge, skills or learning/teaching links to the curriculum being taught and should enhance the quality that would be expected. | | | | | **For Office Use Only** | |
| **Organisation** | **Experience/Duties/Responsibilities** | **Start Date** | **End Date** | **Hours per week** | **Total years &**  **months** | **Upheld/ Not upheld** |
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| **Section 4: Previous Non-Teaching Service (General Life Skills)**  For completion by Teachers requesting additional salary points for previous general experience. Experience should enhance the depth and/or quality that would be expected in fulfilling the Standard for Full Registration (SFR). | | | | | **For Office Use Only** | |
| **Organisation** | **Experience/Duties/Responsibilities** | **Start Date** | **End Date** | **Hours per week** | **Total years &**  **months** | **Upheld/ Not upheld** |
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| **Section 5: Previous Music Instructor Service**  For completion by Music Instructors requesting additional salary points for previous music instructor service. | | | | | **For Office Use Only** | |
| **Organisation** | **Experience/Duties/Responsibilities** | **Start Date** | **End Date** | **Hours per week** | **Total years &**  **months** | **Upheld/ Not upheld** |
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| **Section 6: Additional Information**  Please add below any other information you feel is relevant to your application. Please also attach any relevant documents to support your claim. |
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Please submit your completed form and any supporting documents to: [educationresources@north-ayrshire.gov.uk](mailto:educationresources@north-ayrshire.gov.uk)

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| **For Office Use Only** | | |
| **Reviewed By** | | **Education Resources Actions** |
| Name: | Designation: | Outcome Letter Issued: |
| Outcome: | | Contract Amendment Submitted: |
| Teaching Points Awarded: | Non Teaching Points Awarded: | Appeal Letter Received: |
| Total Salary Points Awarded: | | Appeal Outcome: |