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| When calling please ask for:  Contact Tel: 01628 XXXXX  Email:  DATE |  |  |

***Template /Draft letter for adaptation as required***

## Private and Confidential

Dear X

# Offer of appointment as a/an XXX

Further to your recent interview, I am pleased to confirm the verbal offer of employment made to you by MANAGER as POST TITLE, with X School, Address.

* Your salary will be X.
* Your hours will be hours X
* There is a probationary period of six months for new external school support staff appointments. (if support staff)

Further terms and conditions of employment will be detailed within your contract which will follow.

This conditional offer of employment can only be confirmed upon receipt of satisfactory references and medical clearance, and on receipt of this letter you producing the appropriate documentation as required under the Immigration, Asylum & Nationality Act 2006. To meet this requirement the school requires you to bring in any of the documents, or combination of documents as described below. A copy of the documentation will be taken, and the originals returned to you:

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| A passport (current or expired) showing the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK. |
| A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland. |
| A **current** document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely. |
| A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules. |
| A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK. |
| A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer. |
| A birth or adoption certificate issued in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer. |

Please note this is not an exhaustive list, if the documentation you hold is not listed or you have any queries regarding the suitability of your documentation, please contact me on the above number.

Because of the nature of the work to which you have been appointed, this position is exempt from the provisions of Section 4(ii) of The Rehabilitation of Offenders Act 1974 by virtue of The Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are not entitled to withhold information about convictions and cautions, which for other purposes are 'spent' under the provisions of the Act and failure to disclose such convictions could result in dismissal. Any information given will be completely confidential and will be considered only in relation to positions to which the Order applies.

Therefore, this offer is also subject to a satisfactory DBS disclosure. As part of this process, you will be required to complete an online DBS application and you will be sent an activation email direct from the DBS which will contain the link to complete the application plus a username and password to enable you to access the system.

Upon completion of the online DBS Application, you will be required to come into the school with your original documents that you entered on the online DBS system as proof of identity. Please telephone the school on XXXX to arrange a time to come into the office.

Once you have received DBS clearance, please arrange to bring the original disclosure into school ASAP as no start date will be agreed until this has been verified.

\* This offer of employment is also subject to a prohibition check \*(teachers only)

You will receive a separate email to complete your pre-employment health questionnaire.

It is recommended that you do not resign from your current employment before you have been advised that the relevant clearances have been received and are satisfactory.

Once all the relevant documentation/clearances have been received, you will be contacted to agree a suitable start date and advised to whom you should report, the location and time.

A valid National Insurance (NI) number will be required on your first day. If you do not possess a NI number, you should apply to the Contributions Agency prior to commencing employment. You should also bring with you your P45.

Please also complete the attached forms relating to bank details and next of kin and return them to me with the signed offer letter.

Please sign and return the attached copy of this offer letter as confirmation of your acceptance of this offer and the terms and conditions associated. The second copy is for your retention.

Should you have any queries, please contact me on the above telephone number.

May I take this opportunity to congratulate you on your appointment and we look forward to welcoming you to the School.

Yours sincerely,

**TITLE**