

Appendix 10 - Conditional Offer Letter

Dear

Re: Appointment of

I am pleased to confirm the offer of the above post, **which is conditional upon the following pre-employment checks being satisfactory to the Trust as follows:-**

- Verification of Identity
- Verification of the Right to Work in the UK
- Professional Registration and Qualifications check
- Employment history and references which are satisfactory to the Trust
- DBS and Barring Service Checks
- Occupational Health Checks

For the purposes of health clearance, I enclose a medical questionnaire and I would ask you to complete this and return it as soon as possible to the Occupational Health Department. You will not be able to commence employment without this clearance.

You will be sent an email with a link which will enable you to register to complete an online application for the Disclosures and Barring Service (DBS) check (formerly known as CRB check). Please complete this application at the earliest opportunity and contact me if you have any difficulties. As part of this check you are required to provide proof of identity.

Delete as appropriate: In order to process your DBS application, I need you to provide me with originals of XXXX (add what is outstanding from the list in Appendix 18).

I would like to remind you that you will not be able to take up employment with the Trust until the above employment checks are satisfactorily completed; therefore your assistance in returning these checks at your earliest opportunity is required. If you do not return the documentation within 5 working days, your offer will be withdrawn.

I would advise you not to resign from your present employment until we send you confirmation with an unconditional offer letter that all the pre-employment checks have been satisfactorily completed.

The salary range for this post is **XXXX (ensure you enter the salary range and not a specific salary)**. Please note that your starting salary is conditional on verification of previous relevant service and you will be placed on the bottom of the pay band until this process has been completed. If you have previous NHS experience, an electronic Inter Authority Transfer process will be used to verify your service. Please note that if you are moving to a lower band, your salary will not necessarily remain the same as your current band but will be dependent on proven relevant experience at the band for this post. If you have come from outside the NHS then any previous experience will be assessed in accordance with the Trust's Starting Salary Policy and will require approval from the Human Resources Department.

In the meantime if you have any queries about the role, the Trust or any of the terms and conditions of employment, please do not hesitate in contacting me.

Yours sincerely,

Appointing Manager - Name and Title