

Conditions for Offer of Employment – Non Teaching

Position (Itrent) Reference Number	
NLA Reference Number	
Job Title	

Name of Successful Candidate	
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Contract Details

Service			
Division			
Employment Location (Please include full address)			
Service	a) Is the successful candidate a current employee		
		Employee Number	
	b) If current employee, is this an additional contract		
	c) If current employee, is this a transfer		
Salary	a) Job Grade		
	b) SCP placing (if above minimum point)		
Hours of Work	a) Number of hours per week		

	b) Working pattern (Please Include start/finish times & lunch break) Attach rota if required		
Additional Payments (if applicable)	Contractual Overtime		
	Non-Core Hours		
	Night Shift Allowance		
	Other (please specify)		
Contractual Status	Permanent	<input type="checkbox"/>	Temporary <input type="checkbox"/>
	Full Time	<input type="checkbox"/>	Full Time <input type="checkbox"/>
	Part Time	<input type="checkbox"/>	Part Time <input type="checkbox"/>
	Job Share	<input type="checkbox"/>	Job Share <input type="checkbox"/>
	Term Time	<input type="checkbox"/>	Term Time <input type="checkbox"/>
	Casual/Supply	<input type="checkbox"/>	Casual/Supply <input type="checkbox"/>
If temporary, please specify the contract end date			
If Temporary, please specify the reason			
Right to Revert to Substantive Post			
Job Title			

Mandatory Training Required

The training information is a legal requirement for issuing contracts and must be completed.

Mandatory Training (The absolutely necessary training to carry out the post).

All employees will complete the under-noted training:

Health & Safety relevant to their role

Service Induction

Data Protection

Myself Training

Prevent

Other

Please note any variance from the usual terms and conditions of employment for this post (e.g. exclusion from flexible working hours scheme; Trainee/MA to complete SVQ; professional training scheme; qualification bar; Public Holiday working; political restriction etc) **AND** detail pull-in clauses for the contract (e.g. type of driving licence that employee needs to keep; PVG/Disclosure, maintain membership of SSSC/GTC; uniform/protective equipment; standby allowances, etc)

Reporting Instructions	
Name	
Designation	
Time	
Location	

Reporting Manager (Person that the successful candidate should report to on Itrent)	
Name	
Designation	

This Section is For Recruitment Team Only

PVG Details (To be completed by Recruitment Team)	
PVG Number	
Disclosure Number	
Category	
Date of Issue	
Authorised By	
Evidence of Entitlement to Work in the UK (To be completed by Recruitment Team)	
British - Eligibility Checked	<input type="checkbox"/>
Non British – Outwith EU – Eligibility Checked	<input type="checkbox"/>
Non British – Within EU – Eligibility Checked	<input type="checkbox"/>
Start Date Agreed with Manager	