

Conditions for Offer of Employment Teaching

Portal (Talentlink) Reference Number	
Position Number (completed by ESC Recruitment Team)	
<p>This form must be used to record the details of the conditional verbal offer made to the successful candidate.</p> <p>The form will be used to ensure the written offer of employment is correct. Once the interview process has been completed, this form should be emailed, along with all the successful applicant's interview paperwork to the following email address:-</p> <p style="text-align: center; color: red;">ESC-RecruitmentTeam@northlan.gov.uk</p>	

Name of Successful Candidate	
-------------------------------------	--

1	Service		
2	Division		
3	Post Title		
4	Employment Location		
5	Date of Appointment		This will only be confirmed once all outstanding conditions are met
6	Service	Is the successful candidate a current employee?	
			Employee Number

7	Hours of Work	Number of hours per week			
		Working Pattern			
8	Contractual Status	Permanent		Temporary	
	Temporary End Date				
9	Previous Postholder				
10	Salary				
11	PVG Number			Date of Issue	
	PVG Authorised				
12	GTC Number				

Subject information (this section only applies to secondary teachers)	
Subject candidate is qualified to teach	Registration Level

Reporting Instructions (Person that the successful candidate should report to on the first day)			
Name		Designation	
Time		Location	

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