

## Conditions for Offer of Employment – Non Teaching

<b>Position (Itrent) Reference Number</b>	
<b>NLA Reference Number</b>	
<b>Job Title</b>	

<b>Name of Successful Candidate</b>	
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### Contract Details

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

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

**Mandatory Training Required**

**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	