

Workforce Team

North Yorkshire & Humber CSU

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Unit 1

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Tel No: 01904……

Email: [nyhcsu.csuworkforcerecruitment@nhs.net](mailto:nyhcsu.csuworkforcerecruitment@nhs.net)

**CONFIDENTIAL – ADDRESSEE ONLY**

**NAME**

**ADDRESS**

**ADDRESS**

Dear (NAME),

**RE: CONDITIONAL OFFER LETTER FOR (POST TITLE)**

Further to your recent interview and subsequent verbal offer of employment to the above post within NHS Scarborough and Ryedale CCG, please can I ask you to complete and return the enclosed forms within 10 days to the address above.

* Occupational Health Assessment
* DBS application form (if applicable)
* Non-Disclosure of Confidential Information
* Declaration of Secondary Employment

As out lined by the recruiting manager this is a conditional offer of employment subject to:

1. Receipt of two written references that are satisfactory.
2. Satisfactory Occupational Health Assessment.
3. Satisfactory DBS clearance (if applicable to the post.)
4. Evidence of your right to work in the UK and Proof of Identity

Starter documentation

You are required to provide evidence of your Right to Work in the UK and proof of Identity. If you have not already provided the following documents at interview, I would be grateful if you could contact me on (ENTER NO) to arrange to have your documents checked before you commence in post.

This should be in the form of at least 1 valid photo document and at least 2 non-photographic documents (2 of which must have your home address on). If no photo ID available you must provide at least 5 documents from the non-photographic list.

Valid photographic ID

* Valid UK Passport or EU/other nationalities passport
* Valid Passport of Non EU nationals containing UK stamps, a visa or UK residence permit showing the immigration status of the holder in the UK.
* Driving Licence (Photo card and paper copy)

Valid non-photographic ID

* Utility bill (gas, electricity or land line phone bill), Council tax bill, Bank Statement (all dated within last 3 months)
* National Insurance Card
* HM Rev & Customs tax notification (i.e. tax assessment, statement of account) \* A P45/P60 is not acceptable
* Mortgage statement
* Full Birth certificate
* UK full old style paper driving licence
* Residence permit issued by the Home Office to EU Nationals of inspection of own-country passport.
* Adoption certificate (UK)
* Marriage/Civil partnerships certificate (UK)
* Divorce/annulment or civil partnership dissolution papers (UK)
* Deed poll certificate
* UK firearms licence
* Benefit statement, book or card
* Grant letter or student loan agreement for a Local Education Authority

Your referees have been contacted and we have asked them to return their completed reference within 10 days. We will be unable to proceed with your application and no formal offer of employment will be issued until we are in receipt of the completed forms detailed above.

Until you hear from the recruiting manager with regards to agreeing a start date it is recommended that you do not give notice with your current employer.

I would like to offer you my congratulations and assurance that clearances will be sought as soon as possible. We will contact you again once these have been received in order to confirm your appointment and arrange a convenient start date.

If you have any queries please do not hesitate to contact me on the above number

Yours sincerely

NAME

JOB TITLE