

Workforce Team

North Yorkshire & Humber CSU

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**CONFIDENTIAL – ADDRESSEE ONLY**

**NAME**

**ADDRESS**

**ADDRESS**

Dear

RE: FINAL OFFER LETTER (ENTER JOB TITLE & REF NO)

Further to your interview for the above post, I am pleased to confirm that all pre-employment checks have now been received satisfactorily. Therefore please see below your starting details for employment with NHS Scarborough and Ryedale Clinical Commissioning Group.

Your main base will be (ENTER BASE), however you may be required to work from other sites on occasion. Your start date has been confirmed as (ENTER DATE) please contact (MANAGERS NAME) on (CONTACT TEL NO) prior to this to arrange start time and location for your first day of work.

\*Delete if not applicable

\*As you are aware, a DBS check is required for the above post. I can confirm that we will support commencement into the above post prior to receipt of the enhanced/standard (delete as necessary) DBS disclosure. However we would withdraw and dismiss you from our employment without notice if you have failed to disclose any information, or if we deem the disclosure to be unsatisfactory.

The salary scale for this post is Band (ENTER BAND), £(SALARY) - £(SALARY) (pro rata) per annum working (ENTER HOURS) hours per week, on a Permanent/Fixed Term/Temporary contract. \*delete as necessary

Please note it is current policy to pay the bottom of the salary scale pending receipt of a staff transfer form from your previous employer confirming your experience and length of service; to speed up this process please provide a copy of your payslip from your previous NHS employer on your first day where applicable.

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

**Annual Leave**

Annual Leave entitlement is detailed below

0-5 yrs NHS service = 27 days per annum pro rata

5-10 yrs NHS service = 29 days per annum pro rata

10 yrs + NHS service = 33 days per annum pro rata

**NHS Pension scheme**

You will be entitled to join the NHS Pension Scheme, which provides a wide range of retirement, family and life assurance benefits.

**Information regarding pay**

Your manager will complete a HR2 starter Form with you on your first day of duty. You will be required to complete your bank details on the form in order to receive pay so please ensure you have these to hand. You will be paid monthly in arrears by bank transfer on the 27th of the month or nearest previous working day. If your start date is before the 09th of the month and your HR2 starter Form has been submitted to the Workforce team before this date you will receive pay that month. If your start date is after the 09th of the month you will not receive pay until the following month (exceptions may occur e.g.Christmas).

**Terms & Conditions**

Further details regarding Terms and Conditions will be provided within your contract of employment. This will normally be no later than 8 weeks after your date of appointment.

**Please could I ask you to sign the acceptance slip at the foot of this letter and return it as soon as possible to your new line manager to be retained in your personal file.**

**Your contract of employment will be sent to you within 8-weeks of your start date.**

If you have any other queries regarding your new position please do not hesitate to contact me on the above number and may I take this opportunity to offer you our congratulations on your new job and to wish you well in your career within NHS Scarborough and Ryedale CCG.

Yours sincerely

NAME

JOB TITLE

North Yorkshire & Humber CSU

I accept the post on the terms and conditions as stated above.

|  |  |
| --- | --- |
| Name (Please Print) |  |
| Date |  |
| Signature |  |