**Agenda for Change Terms & Conditions of Employment**

***Please discuss this document with each candidate during the interview process.***

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| **Job Title:** |  |
| **Post Reference Number:** |  |
| **Band:** |  |
| **Salary:**Please note that new starters will commence at the bottom of the relevant pay band until any previous NHS service has been verified |  |
| **Hours of Duty:** |  |

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| **ANNUAL LEAVE:** | 27 Days = Up to 5 years service29 Days = 5 -10 years service 33 Days = 10 + years service |
| **PENSION:** | The successful candidate will be eligible to join the NHS Pension scheme should they wish to. Contributions will be automatically deducted from salary, opt out is available on request. |
| **OFFER SUBJECT TO:** | **References**Two references which are satisfactory to the organisation are required. One referee must be your current or most recent line manager. If you are an internal member of staff and you have been employed for over three years we will only seek one reference. **Medical**You will be asked to complete an Occupational Health Questionnaire and the total number of days and periods of sickness you have taken in the last two years.**ID Documents**Candidates will have been asked to provide evidence of their right to work in the UK and proof of identity. 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 they 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

**If the recruiting manager has the facilities to do so could you please take a copy of the ID documents during interview and sign each document to certify that you have seen the original documents. Please then forward the signed copies of the appointed candidate to the Workforce Team once interviews are complete. If you are unable to take copies at interview or the recruiting manager has not signed to say original documents seen, the appointed candidate will be required to book an appointment with the Workforce Team so that their documents can be verified.** **Disclosure and Barring Service Check**If a Disclosure and Barring Service check (DBS) is required for the post and you have something to disclose you should contact the Recruiting Manager or the Workforce Team separately to your interview. You will not be asked as part of the interview as disclosures are confidential between you, the Recruiting Manager and the Workforce Team. **Qualifications**Original certificates confirming qualifications provided on the application form/and required as essential criteria for the post must be presented at interview for validation. If you are the appointed copies will be taken of your qualifications.**Professional Registration** If required for this post, please provide evidence of whether your registration is up to date and when it expires. |
| **Disability:** | In line with the Equality Act, if there are any reasonable adjustments that need to be made to enable you to carry out the duties of this post, please contact the Workforce Team with further information. |