DETERMINATION OF PREVIOUS SERVICE

In all cases, appointees will need to provide documentary evidence of any employment they wish to be considered as reckonable service, e.g. an offer letter or contract of employment, payslips, P60 or a letter from the employing organisation. Employees may state their reckonable service on the form below and provide the necessary documentation at a later date. However failure to provide this information or provision of incorrect information will lead to appropriate adjustments being made. If employees do not wish to sign a statement to this effect, they will receive the minimum entitlements until they provide the relevant documentary evidence, at which point any entitlement will be backdated appropriately.

The Starting Salaries Policy identifies those organisations which are recognised for the calculation of previous service. Please note that any breaks in service may mean that previous employment is not included for the purposes of certain entitlements.

Please give details of relevant previous service below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Start Date | End Date | Job Title | Salary | Band & SCP | Organisation | Evidence |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

At the time of, or within 6 weeks\* of, the submission of this form, you must submit a written statement of employment from a previous organisation to your manager, in order to confirm the information. Failure to submit this or contradiction of any information provided may result in an overpayment of salary or a more generous entitlement under the terms and conditions of service. If so, you will be informed of the discrepancy and it will be recovered appropriately.

Please Note, current salaries *will not* be used as a way of determining starting salary, but *may be a factor* in deciding to take relevant previous experience into account. Managers must ensure that new starters are not placed on a point on the band that would put them in a better position than existing staff or those who have gained similar experience within the NHS.

Any queries should be referred to a Workforce Representative to ensure consistency across the organisation.

\*this time period may be extended in exceptional circumstances

I wish to have my entitlements and starting salary determined under the method outlined above. I understand and agree that any overpayments resulting from the application of this method will be recovered in accordance with the Overpayments Policy.

|  |  |  |
| --- | --- | --- |
| Employee’s Signature | Print Name | Date |
|  |  |  |
| Manager’s Signature | Print Name | Date |
|  |  |  |