

*Private & Confidential*

Dear NAME

## **Appointment of POST**

Following your recent interview I am pleased to confirm the offer of the above post, subject to satisfactory references and other relevant pre-employment checks including a Disclosure and Barring Service check (previously CRB Disclosure) and medical clearance. The offer is made on the following terms and conditions:

Anticipated start date:	START DATE
School:	WORK BASE
Type of contract:	PERMANENT, TEMPORARY FOR HOW LONG OR FIXED TERM UNTIL DATE
Pay Scale:	PAY SCALE
Starting salary:	£SALARY
Hours per week or %FTE:	HOURS PER WEEK OR %FTE

Further details will be contained in a Statement of Employment Particulars which will be sent to you shortly.

### **Employee Personal Details & Consent Form**

Would you please read and sign the enclosed Employee Personal Details & Consent form. The completed form is needed for me to create a personnel record for you as it gives your permission for us to hold certain information about you that is important for your employment history, payroll purposes and for your health and safety.

### **Privacy Notice – Data Protection Act 1998**

Personal data is held, both by Hampshire County Council and the school itself, about people employed or otherwise engaged to work at the school. This personal information is collected and maintained in order that both the Local Authority and the school can carry out their functions as an employer and/or comply with certain statutory obligations, which include the sharing of some information with other official / government bodies.

For the purposes of the Data Protection Act 1998, Hampshire County Council is the data controller for all information held by the Local Authority and it also acts as data controller in common with other bodies where staff information must be shared. Similarly, the school is the data controller for all information held by the school and not the Local Authority.

To find out more about the personal information that the school holds about you, please see the school's Data Protection administrator. For further information about this privacy notice and to see the personal data that the Local Authority holds on you, please see the Corporate Data Protection information on the Local Authority's intranet.

### **Teachers' Pension Scheme**

You will automatically join the Teachers' Pension Scheme upon appointment. If you do not wish to be a member of the Teachers' Pension Scheme you may opt out using the relevant form (OPT-OUT) which is available on the Teachers' Pensions website. [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

### **P45**

I would be grateful if you could forward your P45 income tax form to me when it is available. If a P45 is not applicable, please complete HMRC's Starter Checklist form, which you will need to download from this link by copying and pasting it into your browser: <http://www.hmrc.gov.uk/forms/starterchecklist.pdf>. After completing the form please print the Starter Checklist form in hard copy format and return it to me. If you have received a letter from the Department for Work and Pensions stating that you are excluded from Statutory Sick Pay, you should also forward it to me.

### **Disclosure and Barring Service (DBS) Application**

Your position requires you to obtain an enhanced DBS check, formally known as a Criminal Records Bureau (CRB) disclosure. If you already hold a CRB/DBS disclosure/check, please bring this into school so I can view it as, depending on a number of risk factors, the school may be able to accept your previously issued Disclosure. If we cannot accept your Disclosure, you will be asked to apply for a new Disclosure.

Applying for a new Disclosure can be done electronically. You will be required to supply an email address to allow an application form to be sent to you. Please provide an email address as soon as possible. An email with the link to the application form will then be sent to you along with guidance on how to complete it.

Electronically submitted Disclosures can have a faster turnaround time, but if you are unable to complete this on-line, please let me know and we can supply you with a paper form.

### **Medical Clearance**

Please find enclosed a Health Declaration, which I would ask you to complete as soon as possible and return to me in a sealed envelope, labelled 'Health Declaration form'. Your form will be used to assess your medical suitability for the post that you have applied for and will be treated in the strictest confidence.

May I take this opportunity to congratulate you on your appointment and welcome you to our school. If you have any queries in relation to the contents of this letter, please contact me on the above telephone number.

Yours sincerely

Headteacher

Encs: Employee Personal Details  
Health Declaration