​

**Private and confidential**

Candidate name   
Address 1  
Address 2  
Address 3  
Postcode

Date 

Dear candidate name

**Job title**   
  
Following your recent interview for the position of job title I am very pleased to confirm that we would like to offer you the job.  
  
**This is a conditional offer, and it is subject to the following satisfactory pre-employment checks being received.**

*Delete as necessary - if already received*

* Proof of identity and your right to work in the UK
* Satisfactory references
* Pre-employment medical questionnaire
* Satisfactory Disclosure and Barring Service (DBS) checks
* Completed self-declaration form
* Evidence of qualifications
* Evidence of professional membership or registration
* Disqualification under the Childcare Act 2006 (Education) check
* Prohibition from Teaching check
* Driving licence and insurance checks.

Your employment would be on the following terms and conditions:

Anticipated start date: Start date

School: Work base

Type of contract: Permanent, temporary (*length of time for temporary contract*), fixed term until (*date*)

Hours and days per week: *X* hours to be worked over *X* days (between Monday to Friday (as agreed with your manager)

Weeks paid per year: Weeks

Grade: Grade

Spinal column point: SCP

Starting salary: Salary (*actual amount being paid, not full time equivalent*)

Allowances: Allowances (*delete if no allowances apply*)

**Terms and conditions**

Subject to completion of all pre-employment checks as set out in this letter, to a satisfactory standard, you will receive a copy of your full employment contract, confirming the individual terms, as indicated above.

**To avoid any delays in pre-employment checks**

* Accept this conditional offer as soon as possible by replying to this letter.
* Complete the forms below and notify your referees to encourage them to respond quickly to our reference requests.

We will be in contact with you throughout the process to inform you of the pre-employment checks that are still outstanding, however please feel free to contact name, telephone number/email if you have any queries.

**Pre-employment checks and actions**

* **Evidence of your identity and right to work in the UK***if identification wasn’t copied at interview*

Reply to this letter to arrange how to provide your evidence of right to work in the UK. A list of acceptable evidence can be found on the Government website: [Evidence of Right to Work](https://www.gov.uk/government/publications/right-to-work-checklist)

* **Medical clearance**

A link to the health screening website ‘Fit4Jobs’ will be emailed to you along with your username and password. Your form will be used to assess your medical suitability for the post and will be treated in the strictest confidence. *If your school doesn’t use use Fit4Jobs, include details about whichever pre-employment screening provider you do use*

* **Disclosure and Barring Service**

The post requires you to have an enhanced DBS check, formally known as a Criminal Records Bureau (CRB) disclosure.

If you already hold a 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 one.

Applying for a new disclosure will be done electronically. An email with a link to the application form will be sent to you along with guidance on how to complete it.

* **Employee details and consent form**

Read and sign the enclosed Employee Personal Details and Consent form. We need this information to create a personnel record for you. The form gives us permission to hold certain information about you which we need for employment history, payroll and for your health and safety.

* **P45**

Please forward your P45 income tax form to me when it is available. If you haven’t worked before, or do not have a P45, complete HMRC’s Starter Checklist form, which you will find at: [www.hmrc.gov.uk/forms/starterchecklist.pdf](http://www.hmrc.gov.uk/forms/starterchecklist.pdf).

After completing the form, print the checklist form and send 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 forward that letter to me.

Once all pre-employment checks are completed to a satisfactory standard, you will receive a copy of your full contract of employment.

Our contract templates can be viewed on the council’s [website](https://www.oxfordshire.gov.uk/council/working-oxfordshire-county-council/latest-job-vacancies/example-employment-contracts). For school support staff see OCC – Green Book Part 2. For teachers see OCC – Teachers Part 2.

**Action needed**

If any of the conditions in this letter are not satisfied, this offer may be withdrawn.

If you fail to accept this offer we will assume that you are no longer interested in the position and this offer will be withdrawn.

It is at your discretion whether you decide to resign from your current position (if applicable), while we carry out the pre-employment checks.

You must fulfil the above requirements before your employment can be confirmed.

If you have any questions about the role, the checking process or this letter please contact me on telephone number.

Yours sincerely

Name

Headteacher

*Also sent with this letter: employees’ detail form (download from schools’ intranet)*