**Private & Confidential**

NAME

By email

Email address

DATE

Dear [Name of Candidate]

On behalf of the PCC, we are delighted to offer you the position of [JOB TITLE] with [NAME OF PARISH]. Some of the basic terms and conditions of your employment are:

|  |  |
| --- | --- |
| Type of Contract | Permanent/Fixed Term |
| Duration of Contract |  |
| Start Date (provisional) |  |
| Start Time on first day | 9:00am |
| Full time equivalent (FTE) | 1.0 |
| Working Week | Monday to Friday |
| Weekly Hours | 35 hours |
| Salary | (FTE) |
| Pension and Life Assurance |  |
| Holiday Entitlement |  |
| Notice Period |  |
| Probationary Period |  |
| Office Location |  |
| Employer |  |

Your entitlements will be confirmed within your Statement of Terms and Conditions which will be provided once your background checks have been satisfactorily completed. Detailed policies and procedures will be made available to you on starting your role.

I would like to highlight that our offer of employment is conditional, subject to the following:

1. receipt of 3 employment references satisfactory to [NAME OF PARISH], one of which must be from your most recent employer.
2. original documents or Home Office share code demonstrating that you have the legal right to take up employment in the UK. Please note ongoing immigration document checks will be undertaken where you have a restriction on your right to work in the UK to demonstrate that you maintain the legal right to work in the UK.
3. confirmation of your most recent educational qualification, and evidence of any professional membership, referenced on your CV.
4. a satisfactory Disclosure and Barring Service (DBS) report, where this is a requirement for your role.

In the event that the above conditions are not met, [NAME OF PARISH] reserves the right to withdraw this conditional offer or terminate your employment without notice.

You will be required to undertake mandatory Safeguarding online training within the first 8 weeks of your employment. Further details of the training will be provided at your Induction meeting with your line manager.

**Please sign this letter as your acceptance of the conditional offer of employment with [NAME OF PARISH]**. We ask you to consider this offer within one week after which we reserve the right to withdraw the offer. Once we have received your acceptance, we will contact you regarding the background checks.

Should you have any queries about the offer, please do not hesitate to contact myself.

I look forward to hearing from you.

Yours sincerely

**NAME**

JOB TITLE/ROLE

NAME OF PARISH

(on behalf of the PCC)

I hereby accept the conditional offer of employment with [NAME OF PARISH]

….....................................

NAME