

**CANDIDATE APPOINTMENT FORM**

1. **Please complete this form after interview and send to the HR Helpdesk as soon as possible along with the candidates’ application form/CV. This form contains essential information that will form the basis for the written offer of appointment and must be completed and returned for each candidate before any offer of appointment can be made.**
2. **For avoidance of doubt, managers should note an offer of employment is conditional subject to successful completion of recruitment formalities. Managers are reminded that they must inform successful candidate not to resign until successful completion of recruitment formalities and a formal offer letter issued by HR Shared Services. It is at this point, managers will discuss a convenient start date with successful candidates. Please liaise with the Head of People (HR) for advice if needed.**
3. **HR Shared Services to provide a copy of all vetting checks to Head of HR for approval and for the purpose of Single Central Register. No formal offer will be made without confirmation of this.**

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| --- | --- |
| **Job Title:** |  |
| **iTrent position number (valid number must be supplied or HR Helpdesk will not progress):** |  |
| **Date of Interview:** |  |
| **Name of Successful Candidate:** |  |
| **NB: Agency Staff:** | If your candidate is currently working through an agency please contact the agency to ensure that no fee is payable and the candidate can be appointed on a temp to perm basis |
| **Reporting Manager (for iTrent self-service purposes)** |  |
| **Is this candidate an internal\* applicant?** | **\***Please note applicants who are currently working for us through an agency are considered external. Please circle/delete as necessary    **Yes / No** |
| **Gaps in employment history checked at interview?** | **Yes / No**  If applicable, please supply information on any gaps in employment history and dates on a separate piece of paper and attach to this form. |

**DETAILS OF POST**

|  |  |
| --- | --- |
| **Work Location:** |  |
| **Team:** |  |
| **Is a DBS (previously known as CRB) check required?** | **Yes/ No**  **If yes: Enhanced / Standard** |
| **Is this a Fixed Term Contract?** | **Yes / No**  If yes, please state end date: |
| **Working hours per week:** | Please state if casual hours are to be worked: |
| **Working days of week:** | Please circle/delete as necessary  **S M T W T F S** |
| **Provide details of working pattern (hours to be worked each day)** |  |
| **Annual Working Weeks:** | Please note for standard posts this will be 52.142. However, this will differ for Term Time Only Posts: |
| **Are any allowances applicable to this post? (Allowances are mostly applicable to teachers and social workers). PLEASE NOTE IF ALLOWANCES ARE NOT STATED HERE YOUR EMPLOYEES PAY WILL BE AFFECTED.** | Please circle/delete as necessary:  **SEN / TLR**  **Other:** |

**SALARY**

|  |  |
| --- | --- |
| **Proposed Starting Salary:** | £    **Grade**  **Spine point**    Please circle/delete as necessary:  **Pro rata / per annum / per hour** |
| **If you are proposing a starting salary that is higher than the minimum spine point of the grade, please give justification:** |  |

**IMPORTANT:** Managers are requested to notify **all** candidates of the result of their interview. The successful candidate should be told that a written offer will be made subject to necessary clearances. Unsuccessful candidates to be informed by the appointing manager and given appropriate feedback if requested.

**I confirm that all candidates have been / are being contacted with the results of the interview**

Signed by the chair of the panel Date

Chairs name (please print)

**Authorised by Head of People:**

**Signed: …………………………………………………..**

**Date: …………………………………………………..**