Logo, company name

Description automatically generatedThis letter is provided as a template and will need to be amended to suit the circumstances of each individual case. Advice should be sought from your EPM HR Adviser.

\*Please delete this box on adoption

[On headed notepaper]

EPM Model Offer of Employment Letter

[Address]

[Date]

Dear [Name],

Following your interview with [name] on [date], I am very pleased to offer you a [full time] [part-time/number of hours] position at [School] as [name of role] on a salary of [amount] a year. The position is [permanent/temporary until insert end date].

We agreed at the interview that [insert any conditions discussed such as working pattern (subject to operational requirements) for part-timers, annual leave etc.].

A [contract of employment/apprenticeship agreement] will be sent to you in the near future but in the meantime, if you have any queries regarding the post please contact [insert name].

This offer is subject to all of the following conditions:

1. References

Receipt by us of two references, which we consider satisfactory, from former employers; one of which must be from your current employer and/or your most recent employment working with children. Other suitable referees may be acceptable if you cannot fulfil this requirement. Friends and relatives are not acceptable. Normally references will have been requested prior to the interview unless you had specifically requested otherwise.

1. Right to Work in the UK

Please ensure you have the required documentation to evidence your right to work in the UK.

1. Barred List and DBS Check

A Barred List Check will be undertaken by the School, to confirm that you are not barred from working with children if the DBS certificate (which should include a barred list check if engaged in regulated activity) has not been received before your appointment commences.

We require a satisfactory Enhanced Disclosure & Barring Service (DBS) check. Please contact [name and contact number] to arrange to come into School as soon as possible to complete the DBS check. You will need to bring original documents with you to confirm your identity. Please find enclosed further information and a list of acceptable identification documents, evidencing your date of birth and current address. The most common acceptable documents are:

* A current valid UK or EEA passport, or non-EEA passport in combination with a Biometric Residence Permit/Visa); along with
* A UK photocard driving licence and a UK/Channel Islands Birth Certificate (both if you cannot provide a document from group 1); along with
* Proof of your current address in the form of a UK Bank or Building Society or Credit Card Statement, or a Utility Bill (not mobile telephone) that is less than three months old, or a UK Mortgage or Council Tax or P45/P60 Statement that is less than 12 months old.

1. Pre-Employment Health Check

A satisfactory pre-employment health check [insert instructions for completing the Pre-Employment Health Questionnaire]

1. Qualifications

Evidence of relevant qualifications. You must show that you hold the following qualification/s [insert list].

1. [Criminal Convictions Disclosure Form] (if not already complete)

You will have been asked to complete the Criminal Convictions Disclosure Form (as amended in 2020) which covers Disqualification in accordance with the provisions of The Childcare Act 2006 (as amended in 2018), if applicable. If you have yet to do so, you must complete this form and return it to [name].

1. [Prohibition Order] (teachers only)

Confirmation from EPM, our HR provider that you are not subject to a teacher’s prohibition order.

1. [Section 128 Direction] (Academies only, if applicable)

We will contact the TRA (Teaching Regulation Agency) to confirm you are not subject to a section 128 direction if your appointment relates to an applicable management position.

1. [Certificate of Good Conduct] (overseas check, if applicable) and for teaching positions a letter of professional standing from the regulatory authority in the country (or countries) in which you have worked.

The offer of employment will be withdrawn if any of the above conditions are not satisfactory.

1. Other Pre-employment Information

Please complete and return the paperwork below as soon as possible:

* [Emergency contact details form (enclosed)]
* [Bank details form (enclosed)]
* HMRC Starter Checklist form if you do not have a P45

I very much hope that you will accept this offer of employment. If you wish to do so, please sign the enclosed copy of this letter and return it to me. This offer is open for you to accept until [date], at which time it will be deemed to be withdrawn. I look forward to hearing from you and welcoming you to the [School] in due course.

Yours sincerely

[Signature]

[Name]  
[Job Title]