

Request to Trust to Issue Offer of Employment or Amend an Employees Contract



The below form must be used in order for the Trust to issue new starter letters and/or contract variations. In order to maintain financial and organisation control any offers made before this are purely indicative and are subject to being signed off by the CEO and CFO of the Trust. Any offers of employment made by the school need to be made with the above caveat.

School													
New Employee		Additional Assignment		Effective Date									
Contract Variation		Assignment Number											
Title	Surname			Forename(s)									
Date of Birth				N.I. Number								Male/Female	
TRN Number (Previously DFE) - Teachers Only				Qualified Teachers Status				Route					
Address	Line 1			Line 2									
	Line 3			Line 4									
Post Code		Phone No: Home/Work		E-mail Address									
L Gov / Teachers Continuous Service Dates/Details				Teachers Aggregated Service (Num Years)									

Description	Effective date	Temporary (if applicable)	Current (if variation)	Required / Revised	Other information (incl Actual Amounts)
Job Title					
Conditions of Service					
Permanent / Fixed Term (incl Reason)					
Pay Band/Grade					
Increment Point Range					
SCP Point					
Actual Salary					
Hours worked					
Weeks worked					
Allowance (1)					
Allowance (2)					
Cost Code					
Supporting / Other Information (include information such as confirming who the job is replacing, budget information, etc):					

Enclosed: (1) Job Description [] (2) Job Advert [] (3) Application Form [] (4) Recruitment Paperwork (references, right to work check, interview notes) [] (5) Appraisal Paperwork [] (6) Other []

Signed: _____ Print: _____ (Headteacher) Date: ____ / ____ / _____

Authorised: Signed: _____ (CEO) Signed _____ (CFO)