

## CHURCH LOGO

### Offer letter for a paid role requiring a DBS check

Date

Nam

Address

Dear XXXX,

On behalf of the PCC I am writing to formally offer you the post of XXXXX subject to satisfactory DBS check and references. Many congratulations!

The post is offered on a part time and fixed term arrangement due to the current funding available, this is open to review.

Or

The post is a permanent full time/part time position subject to a satisfactory probationary period and satisfactory references.

In order to complete the DBS process (put in details of what you need the person to do).

With the references and DBS in place, we are hoping you will be able to start with us on XXXXXXXXXXXX. This process will require a Confidential Declaration as part of the appointment process in line with the national Church of England safer recruitment guidance.

The post is a full/part time role of 35/XX hours per week, working say what arrangements you want here. Your starting salary will be £XXXX per annum.

You will be entitled to XX leave days in a year with public and bank holidays in addition, and an additional three days leave between Christmas and the New Year.

The post is offered on a three month probationary period. During this period your work performance and general suitability will be assessed and, if both you and the PCC are satisfied at the end of the probationary period your employment will continue. If concerns arise during the probationary period from either side, we may either take remedial action which may include the extension of your probationary period or terminate your employment at any time.

The PCC the right not to apply our full contractual capability and disciplinary procedures and to pay in lieu of notice. Your probationary period will be signed off by (say who eg the chair of the PCC).

In the meantime please can I ask you to confirm in writing that you wish to take up this post and your confirmed start date. Please let me know if there are any adjustments that would be useful for you or any questions you may have. In addition please complete the attached personal details form and return it along with a signed copy of the terms of employment.

We hope that you will very much enjoy working with us all and we are looking forward to working with you.

With best wishes

Yours sincerely

Name of person

**PGS Ltd - Payroll Amendments and Changes**

## Section A – payroll details

<b>Name</b>	
<b>Position</b>	
<b>Changes to Payroll</b>	
<b>Salary Grade and hours</b>	
<b>Contract status</b>	

## Section B New Starters

<b>National Insurance Number</b>	<b>Home address</b>
<b>Date of Birth</b>	<b>Start Date</b>
<b>Bank a/c</b>	<b>Bank sort code, a/c name</b>
<b>P45/P46</b>	<b>Is this only/main employment?</b>

## Section C HR / personnel file

<b>Date</b>	
<b>Signed</b>	