

MODEL JOB OFFER LETTER

INSERT APPLICANT'S NAME HERE

INSERT APPLICANT'S ADDRESS HERE

INSERT DATE HERE

Dear (INSERT APPLICANT'S NAME)

(INSERT POST TITLE HERE)

On behalf of the board, I am writing to offer you the post of INSERT NAME OF POST at INSERT NAME OF SCHOOL which will be conducted in accordance with the rites, practices and traditions of the Roman Catholic faith.

This offer is conditional upon satisfactory completion of Disclosure & Barring Service (DBS) checks and health checks. Please complete and return the enclosed forms as directed.

(IF REQUIRED REFERENCES HAVE NOT BEEN RECEIVED, STATE HERE THAT THE OFFER IS CONDITIONAL TO RECEIVING THESE)

(IF THE CANDIDATE FAILED TO PROVIDE ORIGINAL DOCUMENTARY EVIDENCE OF QUALIFICATIONS AND EVIDENCE OF RIGHT TO WORK IN THE UK STATE ARRANGEMENTS FOR HIM/HER TO BRING THIS TO SCHOOL TO BE CHECKED)

You have presented yourself at interview and as a practising Catholic who is fully committed to promoting the Catholic ethos of the school and as a person professionally competent to fulfil the position. It is in these terms that the governing body found you a suitable candidate for appointment.

The board, as your employer, will offer you a contract of employment which is a model drawn up by the Catholic Education Service after consultation with Teaching Associations and appropriate local authority bodies. The details of your conditions of service will be supplied to you through the local authority in the near future.

Please sign the second copy of this letter confirming your acceptance of the post and return it in the envelope provided.

Yours sincerely,

Chair of the board

I accept the above position.

Signed.....