

Appointment confirmation form – Statutory Trial Period

Recruiting Manager Details

Forename	
Surname	
Email Address	
Telephone Number	
Name of re-deployment officer	

Position Details

Position title	
Location	
Department	
Position number	
Position term (part-time, full-time, no guaranteed hours)	
Appointment type (Fixed Term, Established, Relief, Volunteer)	
Reason for Fixed Term appointment	
Post end date	
If internal to DCC are you happy to appoint on one reference from the current manager?	Yes / No
Contact details of referee	
Hours per week	
Weeks per year	
Is a criminal background check required?	No Basic check DBS check
Is the candidate starting during notice or after notice ends	During notice After notice ends
Date notice ends	

Successful Candidate Details

Title	
Forename	
Surname	
Grade	
Starting point	

Line Manager Details

Forename	
Surname	
e-mail address	
Telephone number	

Working Pattern Description

Working Pattern Description (please refer to guidance below)	
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Please provide
breakdown of
hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start time (hh:mm)							
Break Start Time (hh:mm)*							
Break EndTime (hh:mm)*							
End Time (hh:mm)							

*If you do not have a break, please record 'none' in 'Break Start Time' or 'Break End Time' section

Work Pattern	Explanation
Standard Pattern	Full time employees with set working pattern.
Flexible Working Hours Scheme*	Employee working within flexible working hours scheme - full time or part time. You do not need to complete a pattern for anyone on Full time flexi. Just mark Code 2 on the schedule.
Seasonal Hours	Employee working part of the year only.
Part-time	Part time employee – working set pattern.
Shift Schedule (Rotational)	Employee working rota / shift pattern. If you have a rota – Please insert all rota details, please identify which rota you are working on at the time of submission of this form.
Term time - full time	full time employee working term time only.
Term time - part time	Part time employee working term time only.
Relief	No contractual hours - submits timesheet. You do not need to complete a pattern for Relief workers. Just mark Code 8 on the schedule.
Supply (teachers only)	
Annualised hours	Annual hours worked in a very non standard pattern paid in 12 equal instalments.
Compressed working hours (e.g. 9 day fortnight)	
Personalised Work Plan	set hour per week but no set working pattern - can be asked to work any time any day.
e.g. Rapid Response team	
Banked Hours	Employees on banked hours scheme.

For office use only

Medical Yes / No

A&I Yes / No

DBS Yes / No