

NOTIFICATION OF CONDITIONAL OFFER

School		Job Title			
Or Transfer From		Vacancy Reference Number	SCH		
PERSONAL DETAILS					
Last Name		Title		Marital Status	
First Name(s)		HR Number			
Address					
		Post Code			
Date of Birth		National Insurance Number			
POST DETAILS					
Team / School Name		Directorate			
Job Title		Previous Post Holder			
Status		End Date (If Temporary)			
Reason (If Temporary)					
Grade		SCP		SCP Min	SCP Max
					Annual Salary £
Full Time Hours		Actual Working Hours			Contract Weeks
Additions to Pay (Name of Addition)		Amount	£	Regularity of Allowance	
Additions Perm or Temp		End Date (If Temp)			
Car User Allowance		Cost Code 1	(%)		
		Cost Code 2	(%)		
CERTIFYING OFFICER'S AUTHORISATION					
<p>Please email the completed form and accompanying documents to school.recruitment@halton.gov.uk</p> <p>This form must be sent from the Head Teacher's email address</p> <p>NOCOs will not be progressed unless accompanied by the information below. Please indicated below the forms attached.</p>					
Application Form / interview notes		Teacher reference number / proof of QTS			
Applicant's email address (School Recruitment to send medical link)		Proof of Eligibility / Photo Identity			
Proof of address		Confirmation of DBS submitted (Y/N)			
Confirmation of References Requested (Y/N)					
Signed		Print Name		Job title	
Date		Contact Name		Tel/Ext No	
<p>Please note: This is not an instruction to pay. A start date will be agreed on completion of pre-employment</p>					

checks.

DO NOT COPY