**Conditions of Contract Form**

|  |  |
| --- | --- |
| **First Name:** |  |
| **Surname:** |  |
| **SUPP, ACAD &/or SRF number:** |  |
| **Role Job Title:** |  |
| **Line Managers Name:** |  |
| **Refer to the UOB Org Chart – link here** [**Organisational Structure Chart**](https://uob.sharepoint.com/sites/myerp/Open%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fmyerp%2FOpen%20Documents%2FOrg%20structure%2F2023%2D08%2D01%20Org%20Structure%20Presentation%2Epdf&parent=%2Fsites%2Fmyerp%2FOpen%20Documents%2FOrg%20structure) | **Schl/Sect** (e.g 4106)**: 4…** | **Dept Code** (e.g 8251)**: 8…** |
| **Their Work Location will be:**  |  |
| **Internal main staff applicant?**  |[ ]
| **TSS/Casual/Honorary/Associate/PRG?** |[ ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Type:** | **Open Ended** [ ]  | **Fixed Term** [ ]  | **Secondment** [ ]  |
| **Is this a Direct Appointment?***See further info at end of this form* | Choose an item. |
| **Start Date:** |  |
| **End Date:** |  |
| *(For OE with funding over 12 months)***“Fixed Funding” End Date:** |  |
| **Is this a Job Share?** | Choose an item. | **Maternity cover?** | Choose an item. | **TT - Number of weeks per year?**  |  |
| **Work hours per week:** | [ ]  **35 hours**  | [ ]  **Other**:  |
| **Contracted hours per week must be defined in granularity no finer than 15 minutes.****We can offer contracts (e.g) 28.25/28.50/28.75 hours. We cannot accommodate contracts (e.g) 28.20/28.65/28.90 hours.** |
| *Contracts cannot be issued without this information***Work pattern/schedule:** *select the relevant option for this role* | **Standard** Mon – Fri (7 hrs a day) [ ] \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***Part-time work pattern** – select days & add hours per dayMon [ ]  Hrs: Sat [ ]  Hrs:Tues [ ]  Hrs: Sun [ ]  Hrs:Wed [ ]  Hrs: Thur [ ]  Hrs:  Fri [ ]  Hrs:\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***Shift work** [ ] Please give details: Click or tap here to enter text. |
| **Grade & Spine Point:** |  |
| **Pathway** *(Academic roles only)***:** | **Pathway 1** [ ]  | **Pathway 2** [ ]  | **Pathway 3** [ ]  |
| **Starting Salary \*\*:** | £  |
| **\*\* To appoint above the bottom spine point (for external applicants), you must send a Business Case directly to your departments HRBP for approval, *BEFORE* offering to the applicant \*\*** |
| **R&R Information Or any other Allowances** *(if applicable):* | **R&R** **Amount £:** Provide the fully approved/HRBP signed, R&R Form | **Allowance** **Amount £:**  |
| **Is a DBS Required for this role?** *Check with your HRBP and the JD.**Select the level of DBS that is required to carry out this role.* | [ ] Not applicable[ ]  Basic Level[ ]  Standard Level[ ]  Enhanced Level | **Resourcing:** please check the level is correct & provide the “Role Profile” on the template email to OB. |
| **NHS Honorary Contract** (Clinical only) | [ ]  | **NHS Trust:** |  |
| **Do you require References?** | Choose an item.*We won’t request references for Internal people unless you request them here* |
| **VISA*****(overseas national)****The UOB is not able to support overseas remote working.* | **Does the Applicant require sponsorship in order to work in UK?***:* Choose an item. |
| **Any other useful information:-**  |

**PLEASE RETURN THE COMPLETED FORM TO THE *RESOURCING TEAM***

**STOP - HOWEVER, IF THIS IS A DIRECT APPOINTMENT**

Please ensure the Staffing Request Form (SRF) number is added to the subject line of an email and on to this form. Ensure all relevant documents **(CV/Job Description/Job Hazards/Grant paperwork)** are sent to Onboarding-employee-services-hub@bristol.ac.uk

***NB: Please do not send the relevant documents unless you have first raised a Staffing Request Form.***