**Conditions of Contract Form**

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| --- | --- | --- | --- |
| **First Name:** |  | | |
| **Surname:** |  | | |
| **SUPP, ACAD &/or SRF number:** |  | | |
| **Role Job Title:** |  | | |
| **Line Managers Name:** |  | | |
| **Refer to the UOB Org Chart – link here**  [Organisation-structure](https://uob.sharepoint.com/sites/myerp/SitePages/Organisation-structure.aspx) | **School/Sect Code** (e.g 4106)**:** | | **Dept Code** (e.g 8251)**:** |
| **Their Work Location will be:** |  | | |
| **Internal main staff applicant/TSR?** |  |
| **TSS/Casual/Honorary/Associate/PRG?** |  |

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| **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:** | | |  | | | | | | | | | | |
| **Job Share or Job Split?** | Choose an item. | **Maternity cover?** | | Choose an item. | | | | **<52 weeks per year:-**  **No. 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 day  Mon  Hrs:  Tues  Hrs:  Wed  Hrs:  Thur  Hrs:  Fri  Hrs:  Sat  Hrs:  Sun  Hrs:  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  **Shift work** Please give details: Click or tap here to enter text. | | | | | | | | | | |
| **Grade & Spine Point information:** | | | **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 Type:**  **Amount £:** | | | |

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| **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?**  *(External Applicants Only)* | | Choose an item. | | | |
| **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 you have raised a Staffing Request Form (SRF) for the appointment.
* Ensure all relevant documents **(CV/Job Description/Job Hazards/Grant or Award paperwork)** are sent to [Onboarding-employee-services-hub@bristol.ac.uk](mailto:Onboarding-employee-services-hub@bristol.ac.uk)
* Add the SRF number to the subject line of your email to us & also on to this form.

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