# Example conditional offer letter

**NOTE FOR EMPLOYERS**

Below is an example letter to offer a job after interview. It is for use with employees and not volunteers.

The letter states that the job offer is conditional upon satisfactory references, confirmation of the right to work in the UK and a post-offer health declaration (covering matters relevant to the job only). If the employee will have regular contact with children or vulnerable adults, you will also need to add to the letter that the job offer is conditional upon receipt of a satisfactory criminal records (DBS) check. DBS checks are only available in limited circumstances. Please see [www.gov.uk/government/publications/dbs-check-eligible-positions-guidance](http://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance), to assess whether your post is eligible for a DBS check.

Please note that you are not obliged to seek references or a post-offer health declaration, but you are advised to do so. You MUST check the individual’s right to work in the UK.

Once you have received satisfactory references and checks, you can write to confirm the job offer and send a statement of terms and conditions. There are separate documents on the Quaker website for the confirmation letter and the statement of terms and condition.

Private and Confidential
Name
Address

Date

Dear (insert name)

#### Provisional job offer

Following your recent interview and our telephone conversation, I am pleased to confirm that we would like to offer you the post of xxxx.

The offer of employment will remain provisional until we have received the following which are satisfactory to us: references; health declaration; confirmation of your right to work in the UK; and Disclosure and Barring check (where applicable).

**Please confirm as soon as possible and within the next three working days** that you would like to accept this role. You should do so by signing and then returning one copy of this letter.

Subject to checks, I anticipate that your employment with us would start on DATE.

The post is offered at a salary of £xxxx and the first [six] months are probationary during which time a notice period of one week will apply.

Other terms and conditions are set out in the statement of terms & conditions, two copies of which are attached. This statement is provided to you as a guide and will not take effect until you have written confirmation from us that all checks outlined above have been satisfactorily completed and that we are able to make a formal unconditional offer of employment to you.

I have also provided two copies of our workforce privacy notice, which explains how we process your data.

If you decide to accept the post, please return to me a signed copy of the statement of terms and conditions and a signed copy of the workforce privacy notice. Please keep the second copies for your reference.

#### References

Once we have received your confirmation that you would like to take up the post, we will contact your referees. When you confirm that you accept the post, please return (by scan and email or by post) the signed authorisations overleaf, in respect of each of your referees. Alternatively, you may send an email containing the text from the authorisations overleaf. You should do this as soon as possible so that we can contact the referees.

#### The right to work in the UK

We are obliged to check that all new recruits have the right to work in the UK. We therefore need to see and take a copy of your passport prior to you starting work for us. If you do not have a UK passport, please see [www.gov.uk/prove-right-to-work](http://www.gov.uk/prove-right-to-work) for information about other forms of ID you can submit.

You must present your documentation to us in person before starting work with us.

*Note to employers – you will normally need to check an applicant’s original documents and they must attend in person for this check.*

*In some cases, an applicant may have a ‘share code’. You can ask them to provide their date of birth and share code and you can then undertake an online right to work check.*

See,[www.gov.uk/check-job-applicant-right-to-work](https://www.gov.uk/check-job-applicant-right-to-work) for further information. Undertaking right to work checks is a legal obligation, so please review the Government guidance in full.

#### Health declaration

Please sign and return the attached confidential health declaration concerning your fitness for the work as described to you in interview. If you are disabled and require specific adjustments, we are committed to making all adjustments that are reasonable for us to make. If you are in doubt about your fitness for the position, please obtain a medical report from your GP.

#### (Where applicable) DBS check

Please contact me to arrange for a DBS check to be undertaken.

I look forward to hearing from you and to working with you soon.

Yours sincerely

NAME

Please sign below and return one copy to [state address or email address]

I accept this offer of employment on the terms detailed above.

 (Signature)

 (Date)

#### Reference authorisation 1

I authorise \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [state name of prospective new employer] to seek a reference about me from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [state name of previous or current employer] in respect of a provisional job offer with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [prospective new employer]. The reference should be sought from NAME at EMPLOYER, of ADDRESS and EMAIL.

I consent to the following data being sought from the referee:

* Dates of employment
* Job title
* Salary on leaving
* Reason for leaving
* Attendance record (excluding absences relating to disability or parental rights such as maternity leave)
* Responsibilities held when employed
* Overall comment on performance during employment.

I understand that this reference authorisation will be sent to my referee when a reference is sought.

Print name

Signed Date

#### Reference authorisation 2

I authorise \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [state name of prospective new employer] to seek a reference about me from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [state name of previous or current employer] in respect of a provisional job offer with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [prospective new employer]. The reference should be sought from NAME at EMPLOYER, of ADDRESS and EMAIL.

I consent to the following data being sought from the referee:

* Dates of employment
* Job title
* Salary on leaving
* Reason for leaving
* Attendance record (excluding absences relating to disability or parental rights such as maternity leave)
* Responsibilities held when employed
* Overall comment on performance during employment.

I understand that this reference authorisation will be sent to my referee when a reference is sought.

Print name

Signed Date

#### CONFIDENTIAL – HEALTH QUESTIONNAIRE

Your answers to this questionnaire will be CONFIDENTIAL to the recruiting manager and to [*state anyone else you may need to share the information with*]. It will not be given to anyone else without your written permission.

Our aim is to support and maintain the physical and mental health of all people at work. The purpose of this questionnaire is to see whether you have any health conditions that could affect your ability to undertake the duties of the post you have been offered or place you at any risk in the workplace. In consultation with you, we may agree reasonable adjustments or assistance as a result of this assessment to enable you to do this job.

We process this information to meet the legal requirement to make reasonable adjustments for disabled people and for our legitimate interest when offering you a post, so that we can assess your working capacity.

***Please complete fully. If you are unsure about your health condition, you should consult your GP prior to completing this form.***

**Please clearly tick one of the following two sentences, as applicable. Please fill in the details as applicable.**

1. I am not aware of any health conditions (including drug/alcohol dependency) or disability which might impair my ability to undertake effectively the duties of the position which I have been offered.

2. I have a health condition or disability which might affect my work and which might require adjustments to my work or at my place of work. The condition is

The adjustments which would assist me are

**Please now answer question 3 below.**

3. The number of days I was absent from work due to sickness over the past year were:

**Declaration.**

The information above is true to the best of my knowledge and understanding. I understand that:

\*If I have ticked 2. above, reasonable adjustments will be discussed with me.

\*If my absence over the past year is considered a potential cause for concern, this will be discussed with me.

\*A referral may be made to a specialist occupational health practitioner, to gain expert advice on reasonable adjustments that might be of assistance and/or a view on future levels of absence from work. This step will only be taken with your prior consent.

\*If I complete this form dishonestly and this subsequently comes to light, the organisation may withdraw an offer of employment or, if employment has commenced, terminate my employment.

Please note that confirmation of your provisional offer of employment is dependent upon the organisation being satisfied that you are able to undertake the job and attend work regularly, with reasonable adjustments if needed. The organisation is committed to employing disabled people and will make all reasonable adjustments to enable you to undertake the job.

**Now please sign your name and date the form**

Signed

Name (please print) Date