**Conditions of Contract Form**

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| --- | --- |
| **First Name:** |  |
| **Surname:** |  |
| **SUPP, ACAD &/or SRF number:** |  |
| **Role Job Title:** |  |
| **Line Managers Name:** |  |
| **Please provide accurate codes as per the UOB Org Chart – click link to refer to the** [**Organisation Structure Codes**](https://uob.sharepoint.com/sites/myerp/SitePages/Organisation-structure.aspx) | **Provide the School/Section Code:** **(it starts with a 4 i.e. 4106)**  | **Provide the Department Code the role will sit in:** ***(it starts with an 8 i.e. 8251)*** |
| **Their Work Location will be:**  |  |
| **Internal main staff applicant/TSR?**  |[ ]
| **TSS/Casual/Honorary/Associate/PRG?** |[ ]

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| **Contract Type:** | **Open Ended** [ ]  | **Open Ended with** **Fixed Funded** [ ]  | **Fixed Term** [ ]  | **Secondment** [ ]  |
| **Is this a Direct Appointment?** | Choose an item. ***See further info at end of this form*** |
| **Start Date:** |  |
| **End Date:** |  |
| *(For OE with funding over 12 months)***“Fixed Funding” End Date:** |  |
| **Job Share?** | Choose an item. | **Maternity cover?** | Choose an item. | **If <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 dayMon [ ]  Hrs per day = Tues [ ]  Hrs per day = Wed [ ]  Hrs per day = Thur [ ]  Hrs per day = Fri [ ]  Hrs per day =Sat [ ]  Hrs per day =Sun [ ]  Hrs per day =\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***Tick if No Enhancement** [ ] **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 department’s HRBP for approval, *BEFORE* offering to the applicant \*\*** **Under the current UOB policy, Internal candidates are not considered for appointment at higher spine points** |
| **R&R Information Or any other Allowances** *(if applicable):* | **R&R** **Amount £:** Provide the fully approved/HRBP signed, R&R Form | **Allowance Type:****Amount £:** |
| **On-call (out of hours):** [On-call Policy](https://uob.sharepoint.com/sites/staff-info-hr/SitePages/on-call-policy.aspx?_gl=1*fqdl59*_ga*MTUzOTE0MDQyMi4xNzQ0MzcwNzIx*_ga_6R8SPL3HLT*czE3NTgxMDczMDQkbzE5JGcxJHQxNzU4MTA3MzQwJGoyNCRsMCRoMA..#:~:text=%EE%9C%92-,Knowledge%20hub,On%2Dcall%20(out%20of%20hours)%20policy,-%EE%9D%AB) | Does the role require participation in an on-call (out of hours) rota, in either Categories 1, 2 or 3 Choose an item. |
| **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 send this completed form to your** [**RESOURCING TEAM**](https://www.bristol.ac.uk/hr/resourcing/team-contacts.html) |

**FOR A DIRECT APPOINTMENT**

1. Please ensure you have raised a Staffing Request Form (SRF) for the appointment.

**Click here for support on "How to submit a SRF"**

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

1. Add the SRF number to the subject line of your email to us & also on to this form.
2. Ensure all relevant documents are sent to Onboarding-employee-services-hub@bristol.ac.uk
* **The Grant or Award paperwork – applicants should be named on the grant funding otherwise you will need to seek HRBP approval to proceed**
* **Applicant’s CV**
* **Job Description - including any Professional Registration required &/or any Job Hazards *(i.e DBS or Health Screen required)***
* **Interview Panel Report/Scoring Sheet for anyone who will require us to sponsor them for a Visa**
* **Completed Conditions of Contract Form**

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| **HUB use only –** *i.e confirm emailed TSS/TSR/Hon to end/New work pattern requested/Change in Hours sorted with substantive line manager* |
| **Sending** (*delete anything not required)** Contract
* SRF - Main/Academic
* Clinical Specialities Form
* Health Screen Para (OH Tracker & upload JD)
* EDI form
* Early IT access Form
* Add to SITs tracker
* HON NHS Request to Trust
 | **Adding** (*delete anything not required)** Remove from URP
* Email Pensions Team re:secondment
* Add unpaid leave to bridge gap
* Email payroll to add 25% maintenance overtime allowance
* Change in Hours been processed?
* Add Intern or spot salary 99 to salary to Rates screen
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