**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 day  Mon  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"**](mailto:https://uob.sharepoint.com/sites/myerp/SitePages/manage-people-staff-request.aspx)

**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](mailto: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 |