



- vi. #C As this post specified that #C [e.g. GMC/NMC registration] is essential for the role, before you start work we will check the relevant register.
- vii. #C Owing to the nature of this work we will ask you to undergo screening through Disclosure Scotland before starting work. Please complete the enclosed application form.
- viii. #C This post requires a satisfactory report from the Criminal Records Bureau. Please complete the enclosed application form.
- ix. #C This work will require you to hold a research passport from the Oxford Radcliffe Hospitals Trust. We will assist you with the application process for this once the other pre-employment checks have been completed.

Your appointment will be subject to satisfactory completion of a probationary period of #C months/years.

Please note that the terms and conditions set out in this letter override anything previously communicated or offered to you.

If you are unable to fulfil these conditions it may be necessary to withdraw this offer. You are therefore advised not to resign from your current employment until you have received confirmation that the above conditions have been satisfied.

If you wish to accept this position, please sign one copy of this letter in the box below, and return it to me, together with any documents listed above. We will then prepare a full contract of employment for you.

On taking up your post, you are encouraged to do the University's on-line induction course. To register, go to <http://courses.learning.ox.ac.uk> and choose 'Induction for new staff'. You will be taken through an automated registration process - please note, you will need to have an 'ox.ac.uk' email address in order to register. The course provides the general information that will be of use to you while working at the University, including the benefits available to staff. Your attention is drawn in particular to the module on equality and diversity, and you are encouraged to reflect on the expectations of you in this area in your new role.

Finally, I enclose an application form for a University Card. The card enables us to set up your access to relevant buildings and IT systems. Please complete the enclosed form, attach a passport sized photograph, and return it to me.

Yours sincerely

[Departmental Administrator/Head of Department]

cc: #C[line manager for this post]

Encs:

- Copy of this letter
- List of documents to confirm entitlement to work in the UK
- Pre-employment medical questionnaire
- University Card application
- [CRB application]



- *[Disclosure Scotland application form]*
- *[Research passport information]*

I accept this offer of employment on the terms and conditions contained in this letter.

Signed:..... Date.....



List of documents which are acceptable for confirming entitlement to work in the UK

Please provide **one** of the original documents, or **two** of the original documents where a **combination** is set out as being required, from List A or List B, below

List A

Note: If you can provide a document or documents as described in List A, you will not be asked to provide any further proof of your right to work in the UK during the course of your employment.

1. A passport showing that you are a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that you are a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to you as a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to you as the family member of a national of a European Economic Area country or Switzerland.
5. A passport or other travel document endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the United Kingdom, have the right of abode in the United Kingdom, or have no time limit on your stay in the United Kingdom.
6. An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to you with an endorsement indicating that you are allowed to stay indefinitely in the United Kingdom or have no time limit on your stay in the United Kingdom, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
7. A **full** birth certificate issued in the United Kingdom which includes the name(s) of at least one of your parents, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
8. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of your adoptive parents **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
9. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.



10. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
11. A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
12. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to you which indicates that you are allowed to stay indefinitely in the United Kingdom **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

List B

***Note:** If you provide documents as described in List B, since these will indicate that you have limited leave to remain in the UK, further checks will be required at least on an annual basis to ensure that you continue to have the right to work in the UK.*

1. A passport or travel document endorsed to show that you are allowed to stay in the United Kingdom and are allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Residence Permit issued by the UK Border Agency which indicates that you can stay in the United Kingdom and are allowed to do the work in question.
3. A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show that you are allowed to stay in the United Kingdom and are allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to you or your employer or prospective employer confirming the same.
4. A certificate of application issued by the Home Office, Border and Immigration Agency or UK Border Agency to you or a family member of a national of a European Economic Area country or Switzerland stating that you are permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
5. A residence card or document issued by the Home Office, Border and Immigration Agency or UK Border Agency to you as a family member of a national of a European Economic Area country or Switzerland.
6. An Application Registration Card issued by the Home Office, Border and Immigration Agency or UK Border Agency stating that you are permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
7. An Immigration Status Document issued by the Home Office, Border and Immigration



Agency or UK Border Agency to you with an endorsement indicating that you can stay in the United Kingdom, and are allowed to do the type of work in question, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

8. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to you or your employer or prospective employer, which indicates that you can stay in the United Kingdom and are allowed to do the work in question **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

Information for Nationals from the European Economic Area (EEA) and Switzerland

(i) Nationals from the following countries can work in the UK without restriction: Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia, and the UK.

(ii) Nationals from Bulgaria and Romania can work in the UK **only** if they hold a valid work permit and Accession Worker Card issued by the UK Border Agency, or if they hold a valid registration certificate or are otherwise exempt.

If you are Bulgarian or Romanian and you will require a work permit and an Accession Worker Card, please contact the Personnel Administrator in your employing department.

Information for nationals from outside the EEA and Switzerland

If you do not hold a valid work visa that allows you to do the work in question, the University may be able to issue you with a Tier 2 Certificate of Sponsorship which will allow you to apply for a Tier 2 work visa. Note that not all posts will be eligible for a Tier 2 Certificate of Sponsorship to be issued.

Where a Tier 2 Certificate of Sponsorship is issued, you will be required to meet a number of points criteria for attributes such as prospective earnings, maintenance funds and English language in order to be able to make a Tier 2 work visa application.

Further details can be found on the Work Permits Desk website at:

<http://www.admin.ox.ac.uk/personnel/permits/>

Refugees and Asylum Seekers

Please note that we have special arrangements in place for refugees and asylum seekers. When an application is received from an asylum seeker or refugee, the department concerned will seek advice from the University's Head of Diversity and Equal Opportunities.