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APPOINTMENT PROFORMA

Once all pre employment checks are received, you will receive an email from Recruitment to enable you to negotiate a start date with your candidate. **No payroll paperwork or contracts will be issued until all checks are complete for internal and external candidates.**

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| **Post Ref Number (from Talentlink)** |  | | **Job Title** |  |
| **Preferred Candidate’s Name** | |  | | |

**\*Please note all candidates are placed on the bottom of the pay band, if you wish to place them higher you must provide a business case with this paperwork. (excluding teaching)**

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| \*Salary: £ | Grade | | | SPC | | | | Shift (%)/Weekend Enhancement | | | | | | | | | | | | |
| Location | | Hours | | | Is the candidate internal or external? | | | | | | | | **INT** | |  | | | **EXT** | |  |
| Employment Status – Perm/Fixed Term/Supply | | | | | | | If fixed Term – provide reason: | | | | | | | | | | | | | |
| Work Style (**✓** as appropriate): | | | Fixed | | | | | | Home | | Hybrid | | | | | Mobile | | | | |  |  |  |  |
| Name of Manager to access People Manager | | | | | | | | | | | | |  | | | | | | | |
| Position Reference (J number) of Manager to access People Manager | | | | | | | | | | | | |  | | | | | | | |
| Name (s) who need access to HR Employee File - Objective | | | | | | | | | | | | |  | | | | | | | |
| Have you agreed the secondment with substantive line manager? (if applicable) | | | | | | | | | | | | **YES** | |  | | | **NO** | |  | |
| Have the qualifications be verified & enclosed (If applicable (see notes) | | | | | | | | | | | | **YES** | |  | | | **NO** | |  | |
| Would you like an email sent to unsuccessful candidates? | | | | | | | | | | | | **YES** | |  | | | **NO** | |  | |
| Church Approval **(All RC Schools require this)** | | | | | | | | | | | | **YES** | |  | | | **NO** | |  | |
| Any candidate withdrawals or ‘no shows’ at interview? (if yes please list in comments box below) | | | | | | | | | | | | **YES** | |  | | | **NO** | |  | |
| References are required – (see notes overleaf for further information) | | | | | | | | | | | | | | | | | | | | |
| Pre-employment medical check is required (please tick all categories/hazards that apply) | | | | | | | | | | | | | | | | | | | | |
| Exposure to chemicals, ionising or non-ionising radiation | | | | | |  | | | | Professional Driver (Group 1) | | | | | | |  | | | |
| Exposure to dermatitis or other skin irritant | | | | | |  | | | | Teaching | | | | | | |  | | | |
| Exposure to noise | | | | | |  | | | | Use of vibrating tools or whole body vibration | | | | | | |  | | | |
| Exposure to respiratory sensitisers | | | | | |  | | | | Working alone | | | | | | |  | | | |
| Handling food | | | | | |  | | | | Working at heights | | | | | | |  | | | |
| Healthcare worker | | | | | |  | | | | Working at night | | | | | | |  | | | |
| Prison Officer | | | | | |  | | | | Working in cold conditions | | | | | | |  | | | |
| Compliance with **Asylum & Immigration** for **External Candidates** , no appointment will be made without the documents being attached | | | | | | | | | | | | | | | | | | | | |
| Managers to now prepare induction process, create email address, arrange for PC, arrange for ID badge etc and complete the [Managers Induction Checklist](https://www.westlothian.gov.uk/media/7086/Induction-Manager-Induction-Check1/doc/managerinductioncheck1.docx) – further details available on the intranet | | | | | | | | | | | | | | | | | | | | |
| **Any comments specific to the process - Reasons for documents missing etc? (see notes overleaf)** | | | | | | | | | | | | | | | | | | | | |
| Manager Name (print) | | | | | | Managers contact: | | | | | | | | | | | | | | |
| Signature: | | | | | | Date: | | | | | | | | | | | | | | |
| **Once you have Completed the Form** email **to** [**recruitment@westlothian.gov.uk**](mailto:recruitment@westlothian.gov.uk)  **NOTE: Appointments will NOT be processed until all required documents are received.** | | | | | | | | | | | | | | | | | | | | |

**Manager Guidance Notes**

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| **POSITION/J NUMBER FOR LINE MANAGER**  In order to ensure correct reporting arrangements are in place for the new employee it is essential that the name and J number for the line manager is completed. If you are the line manager you can find the J number for your post by logging in to MyHR, selecting Employment from the menu along the top of the screen and then clicking the tile for your current position. If one of your direct reports is the line manager you can find the J number for their position by logging into Manager Self Service in iTrent, selecting the employee and clicking on the position title in the Employment tile at the top right of the front screen |

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| **QUALIFICATIONS**  Where specific qualifications are required for the post, interviewees have been asked to bring their original certificate(s) to the interview for verification.Please ensure that you view the original certificate(s), **copy them and write on the copies ‘original certificate seen by’,** then PRINT your name, sign and date, and return to [recruitment@westlothian.gov.uk](mailto:recruitment@westlothian.gov.uk) |

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| COMPLIANCE WITH ASYLUM AND IMMIGRATION ACT 1996 |
| All external candidates must bring to the interview, approved documentation confirming their eligibility to work in the U.K. (see ‘Advice Notes for Interview/Appointment Process’ for full details).  Please ensure that you view the original document(s), copy them and write on the copies ‘**original document seen by**’, then PRINT your name, sign and date, and return to [Recruitment@westlothian.gov.uk](mailto:Recruitment@westlothian.gov.uk) |

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| **PVG DISCLOSURE SCOTLAND**  Where appropriate, your successful candidate may require a PVG therefore they will bring **TWO** forms of identification for you to verify, one of which should be photographic (if possible, if not must have birth certificate) and one that confirms the address/date of birth. Please ensure that you view the original document(s), copy them and write on the copies ‘**original document seen by**’, then PRINT your name, sign and date, and return to [Recruitment@westlothian.gov.uk](mailto:Recruitment@westlothian.gov.uk). Please note there are two different types of PVG application forms, existing members and new applicants to PVG |

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| **REFERENCES**  Two references are required for all external candidates (verbal or written, verbal references must be recorded and sent to HR). One reference must be from their most recent employment. If work reference is not available e.g. candidate has not worked for a number of years a character reference will suffice along with a covering note explaining reason and sent to HR. One reference is required for internal applicants. |

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| **PRE-EMPLOYMENT MEDICAL**  All new successful candidates will require a pre- employment health check which must be completed prior to appointment. HR will contact the successful candidate on receipt of the appointment proforma.  (f**or internal candidates)** If the new job has new risks and responsibilities a further pre-employment medical needs to be completed - HR will contact the successful candidate on receipt of the appointment proforma. |

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| **POOL CARS**  If this post requires access to use of West Lothian Council pool car scheme for business travel, please refer to the Green Travel Strategy on the Intranet. |

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| **EXAMPLES FOR DOCUMENTS MISSING**  **References e.g.** Candidate not worked for a number of years - character reference provided (see reference guidance notes above)  **PVG Disclosure e.g.** Current pvg disclosure is valid – expires on 00/00/00. |