Successful Candidate Information

Please complete this form and forward to [recruitment@lancaster.gov.uk](mailto:recruitment@lancaster.gov.uk) as soon as possible, to ensure a timely recruitment process.

Successful Candidate Information and Terms Offered:

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Name:** |  | | |
| **Vac No. & Post Title:** |  | | |
| **Post No.** |  | | |
| **Directorate & Service:** |  | | |
| **Grade & SCP Offered:** |  | | |
| **In all cases, please discuss with HR if you are considering offering any candidate a salary higher than the bottom of the grade. A verbal offer of employment may constitute to form part of the contract of employment, therefore an offer should not be made before discussing with HR.** | | |
| **Verified copies of documents provided at interview**  **(Please note the pre-placement process will be delayed if these are not collected and verified at interview and sent to HR with this form).** | | **Passport/Full birth certificate** |  |
| **Evidence of NI number** |  |
| **Copy of Driving License photo card & DVLA printout (if applicable)** |  |
| **Qualifications (listed as essential on Person Specification)** |  |

**Hours of Work & Location**

Please indicate the proposed working pattern and total weekly hours (unless casual) and location:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
|  |  |  |  |  |  |  |  |
| Normal Place of work |  | | | | | | |
| Please indicate which buildings your staff member will require access to on a regular basis. A staff ID card will then be programmed with the access rights accordingly: | | | | | | | |

**This is not confirmation of appointment, as HR will need to carry out pre-placement checks before the successful candidate can be given a start date. You will be informed by HR once all the checks have been completed and asked to complete an Appointment Form at that stage.**

**Printed (Name):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed: Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_