

Private and Confidential

manoj mokala
southall derley rd Hno 1 ,
london,
united kingdom,
ub25lw

07/02/2020

Provisional Offer of Employment

Dear manoj,

Following your recent interview with **Alpha LSG**, I am very pleased to offer you the position of **General Assistant Night** with Alpha LSG Ltd based at **Heston**.

The hourly rate for this role is **£8.31** per hour with an additional weekly allowance.

This offer is dependent upon completion of a satisfactory 5 year reference history, criminal record check (CRC) and where relevant, pre-employment medical testing. Your start date will be confirmed as soon as these checks are complete. We will remain in contact with you throughout the referencing process to keep you updated.

Benefits

Whilst you are working with Alpha LSG you'll also receive:

- Free lunch and dinner on site
- Free hot drinks on site
- Free parking on/near site
- All uniform, safety shoes and PPE provided

5 Year Referencing

Due to the nature of our business all potential employees are required to provide a detailed account of their continuous employment and/or unemployment for the last five years. This offer is therefore subject to satisfactory references being received and the information that you have submitted being accurate and comprehensive. The assessment of whether or not a reference is satisfactory will be at Alpha LSG Ltd's discretion. Your details will now be passed to our referencing team and you will receive a call either from our internal team or from our referencing partner, Morson International. They will talk you through the next stage of the process.

Criminal Record Check

In order to work for AlphaLSG, you will be required to undergo a Criminal Record Check. The Civil Aviation Authority govern the industry in which we operate and they provide us with a list of disqualified convictions, meaning that if you were to have one of these convictions listed as part of your CRC we would be unable to employ you. To reassure you, you should not assume that if you have a conviction it will mean that we are unable to employ you. Therefore please contact Employee Services on 0161 435 1873 or 0161 435 1977 to discuss the matter with us confidentially if you are unsure of how this will affect you. Alpha LSG Ltd will comply fully with the Rehabilitation of Offender Act 1974.

If however, you have been in a country outside of the UK for any period of 6 months or more (consecutively or cumulatively), you will require a CRC from that country. You will be responsible for obtaining the overseas CRC yourself and covering the cost of doing so. The details of which CRCs you will require and how to obtain them will be explained to you as part of your verbal offer.

Please note - You must provide details to HR of any offence for which you may go to court for or are awaiting a hearing in court. This includes any offences for which you have been arrested and are waiting to hear if you will be formally charged.

If you are arrested or charged with an offence after you have made your application you must let us know.

Should it be found that you have failed to disclose or have provided inaccurate information on the Employment Application Form, the CRC Application Form or any other paperwork Alpha LSG Ltd requires you to complete this will lead to a withdrawal of job offer or summary dismissal if employment has already commenced.

Advising that you did not understand the question will not be a sufficient explanation, therefore if you are in any doubt as to any question, for example whether or not to list a conviction you MUST seek advice from the HR Team in advance of completion of your paperwork or commencement of employment.

Identification Documents

Under the Asylum and Immigration Act, 1996, you are required to provide your employer with the original document/s to confirm your eligibility to work in the UK. Valid right to work documents will have been taken during your interview and the HR department will check these prior to any offer of employment being made.

If at any point during the offer process it is established that your identification documents do not meet the requirements to confirm your eligibility to work, the provisional offer of employment will be withdrawn.

If you have any queries whatsoever regarding this please do not hesitate to contact HR on 0161 435 1873 or 0161 435 1977.

Pre-employment Medical Testing

If the role you have been offered requires you to drive one of our company vehicles airside (e.g. Driver, Loader) you will be required to undertake routine medical testing which includes vision, hearing and general wellbeing e.g. blood pressure. In the event that you fail any of these medical tests, your offer of employment may be withdrawn. The HR department will liaise with you on the outcome of these tests and all information will be treated confidentially. If you have any concerns about this please do not hesitate to contact HR on 0161 435 1873 or 0161 435 1977.

To confirm your acceptance of this provisional offer, please return a signed copy of this letter to the address at the top of this letter.

I would like to congratulate you again and look forward to welcoming you to the team at Alpha LSG Ltd.

Yours sincerely,

MURIEL DESHWAL
Recruitment Coordinator

Employee signature: {EmpOneSignature}

Date: 07/02/2020