

Miss Melody Mukampande 31 July 2018

1, The Courtyard

Frances Street

Farsley

Pudsey

LS28 5BN

Dear Melody,

RE: Conditional / provisional offer of employment

Thank you for recently attending an interview for the position of Registered General Nurse at Bridge House. Your interview was conducted by Lisa Wilson, Acting Manager and myself. I am very pleased to inform you that you were successful in your application and we would like to provisionally offer you:

Position: Registered General Nurse

Contracted Hours: Full time contract -40 hours per week

Rate of pay: £16.00 per hour

Holiday: 5.6 weeks per year pro rata

Start Date: To be confirmed

Annual holidays will be 28 days per year, pro-rata for a part-year. The holiday year starts on 1 April 2018 and finishes on 31 March 2019. At interview you asked whether it would be acceptable to take a large block of holiday so as to allow you to return to Zambia and see your family. We confirmed that this would be it would be acceptable.

This offer is conditional on the receipt of satisfactory references, including from your last/present employer. Unsatisfactory reference(s) may lead to withdrawal of the offer. I have applied for your references and have already received one back.

Your employment is also subject to satisfactory response from the DBS register. Your employment offer will be confirmed when satisfactory replies have been received from all referees and the DBS register. I am in the process of determining whether your current rolling DBS is sufficient or whether we need to request a new DBS.

Your employment is also subject to the successful completion of a probationary period, the detail of which will be discussed with you upon your commencement in role.

Subject to the information received from referees, we may request that you undergo a medical check to confirm your specific suitability for the post offered.

We ask that you please contact us to indicate your acceptance to this offer and to discuss any other details you may have.

I have also included a number of other forms for completion.

# Bridge House, 95 Bracken Road, Brighouse, HD6 4BQ

Tel: 01484 905111 Fax: 01484 905359 Email: [info@bridgehousecare.com](mailto:info@bridgehousecare.com) Website: fishercare.com/bridge-house

Bridge House (Elmwood) Ltd. Registered Office: 10 North Park Road, Harrogate, North Yorkshire, HG1 5PG. Registered in England and Wales. Registration Number 7499308



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The attached forms include:-

1. Notification to payroll

2. HMRC New Starter Checklist

3. Authority to make deduction from wages

4. Confidentiality Form

5. Disclosure and Barring policy

6. Health & Fitness Questionnaire

7. Holiday Form

8. Staff agreement to report infection form

9. Employee Training Agreement

10. Equal Opportunities Monitoring Form

11. Fair processing Notice

12. DBS Information Form

Lisa, the broader team and myself all very much look forward to working with you.

Please do not hesitate to contact me should you have any questions about whether this letter or your future employment.

Yours sincerely

Human Resource Manager

cc Personal file / Access

Lisa Wilson

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