

Private and Confidential

Mr Samuel Emokpae
388 Sunderland Road
Gateshead
NE8 3QP
United Kingdom

Your Ref: 297-Vol22-001-L

Date: Wednesday, 12th June 2024

Dear Samuel,

QE Volunteers 2024, , Flexible working, Permanent

Further to your recent interview, I am pleased to confirm the conditional offer of the above post, subject to the successful completion of the following NHS Employment Check Standards:

- **Criminal Records Check**
- **Employment History and Reference Checks**
- **Identity Checks**
- **Right to Work Check**

The post is offered as a Permanent post, working Flexible working hours per week.

In order to start your pre-employment checks, please can you follow the links below and then read this offer letter carefully as it confirms the documents you are required to provide, to complete your checks:

Identity checking - as part of your application process we need to verify your identity. In order to do this you are required to attend an ID Check appointment. To book your ID Check appointment, please visit: https://apps.trac.jobs/application/163935703?CandidateTask=Booking_IDCheck. Please note you are required to provide the required qualifications at this appointment too.

Convictions - This post requires a DBS check to be carried out, which will be completed online. Please go to <https://apps.trac.jobs/application/163935703?CandidateTask=ConvictionsTask> and fill in your details.

The form will require details of **ALL** names you have used, since birth. Please ensure that you remember to include middle name(s).

You will also need to provide details of **ALL** addresses you have lived at over the past 5 years (including full postcodes). Please include overseas addresses where applicable. Addresses can overlap, but there must not be any gaps. It is important that you also include temporary addresses such as student accommodation.

If you are not already registered for the Update service, it is a requirement that you register as part of your DBS application process. You can register by following the link here [DBS CRSC \(crbonline.gov.uk\)](https://www.dbsonline.gov.uk) You will need to register with either your DBS application number, or DBS Certificate number once issued. Evidence of this registration will need to be provided during your pre-employment checks.

Identity Checks

We are required to hold copies of your ID document on your personal file. Please see attached document with details of the documents we can accept. We will need to verify the original documents at your ID check and take copies of these.

Right to Work Check

We are required to hold a copy of your right to work on your personal file. We will need to verify the original document at your ID check and take a copy of this. If you require sponsorship for a visa to take up this employment please can you contact me to discuss this.

Criminal Records Check

Please can you complete the attached Model Declaration form and return via email to the email your offer letter was sent from.

Employment History and Reference Checks

Can you please provide names and email addresses for your references as these cannot be read on your application form

By accepting this offer, you accept that your personal data may be transferred from the Trust to another NHS organisation where your employment transfers within the NHS. This is in accordance with the streamlining programme which is aimed at improving efficiencies within the NHS both to make costs savings for NHS organisations but also to save you time if your employment changes to another Trust.

Please visit <https://apps.trac.jobs/application/163935703> to accept this letter. If you have any queries about this letter, then please contact us or reply to this email.

Once we are in receipt of your completed employment checks, we will contact you to arrange your start date in line with our corporate induction dates. You will not be able to commence employment until we have your completed clearances. You are advised not to hand your notice into your current employer until we are in receipt of your completed clearances, as your Statement of Employment particulars will not be issued until this stage.

Please note that for new appointments to the Trust, the first 6 months of employment shall be a probationary period.

If you have any questions, please do not hesitate to contact me on 01914455448 or email on connor.flinn@nhs.net.

Finally, may I take this opportunity to wish you every success in your new role with Gateshead Health NHS Foundation Trust. We have a number of social media channels which give the most up to date information about some of our activities to support the well-being of our people. Our X (Twitter) accounts @QEGateshead and @HWBGateshead are particularly useful in connecting with some of our support services and fun activities.

Yours sincerely,

Mrs Carol Morrison
Recruitment Assistant
Tel: 0191 4455427

Human Resources Department | QE Gateshead
Bensham Hospital, Saltwell Road, Gateshead, NE8 4YL

Gateshead Health NHS Foundation Trust

#GatesheadHealth



Chair: Mrs Alison Marshall | Chief Executive: Mrs Trudie Davies