All Casual Staff (Including Teaching and Support)

**Private & Confidential**

Dear

Casual Appointment

I am pleased to confirm your appointment as JOB TITLE with Southampton City Council (delete if not applicable) at SCHOOL NAME, the details of which are contained in the enclosed in the terms and conditions.

This is appointment is on a casual basis.

This offer is subject to you providing satisfactory documentary evidence of the following:

* your entitlement to work in the UK, in line with current immigration legislation.
* a recent enhanced check with the Disclosure and Barring Service (DBS)

If you wish to accept this appointment under the terms and conditions outlined in this letter and the enclosed documents, please sign and return the attached copy of this letter to me as soon as possible, but in any case within 14 days.

In addition, I shall be grateful if you will forward to me any income tax information that may be relevant to your pay such as a P45, P46 or P60 which you may hold.

Finally, in anticipation of confirmation of your acceptance, may I take this opportunity of welcoming you to the School.

Yours sincerely

Headteacher

I confirm I have received the above documentation and also confirm my acceptance of the appointment as detailed above.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_