**SUCCESSFUL CANDIDATE PROFORMA**

Please send completed form to recruitment@reachsouth.org along with copies of verified Right to Work and ID documents, qualifications and interview assessment forms

**It is vital that all the below information is provided. Incomplete forms will be returned and this may result in delays to offer letters being produced and appointments being made.**

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| **FULL NAME OF SUCCESSFUL CANDIDATE** |  |
| **JOB TITLE** |  |
| **LOCATION/SCHOOL** |  |
| **TERMS OF CONTRACT** (i.e. permanent, fixed term, temporary) |  |
| **REASON FOR TEMPORARY CONTRACT**(if applicable) |  |
| **NO OF HOURS OFFERED** |  |
| **DAYS/HOURS OF THE WEEK OFFERED****i.e. Mon (6hrs), Tues (6hrs), Wed (6hrs)** |  |
| **ACTUAL WEEKS WORKED PER ANNUM (This is before leave is added)** |  |
| **PLEASE CONFIRM SALARY SCALE** |  |
| **PLEASE CONFIRM SCALE POINT** |  |
| **PLEASE CONFIRM SALARY (FTE)** |  |
| **PROPOSED START DATE** |  |
| **PROPOSED END DATE (**if fixed term/temporary) |  |
| **DATE OF CONTINUOUS SERVICE** (If not known then this will be the same as the start date)Evidence must be provided to confirm an earlier CSD. Please speak to HR for further advice. |  |

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| **Executive Business Managers Signature:** |  |
| Name: |  | Date: |  |
| **Headteachers/Head of School Signature:** |  |
| Name: |  | Date: |  |