**Confidential**

NAME

ADDRESS

DATE

Dear

**Casual Worker**

I am delighted to confirm our offer of casual work to you under the following terms:-

* You will be engaged as a Casual Worker by **PCC NAME.**
* Your Casual Contract will begin on **?**
* Your rate of pay will be **£12** per hour and will be paid monthly on or by the 27th day.
* You will be required to work on a flexible, “as required” basis. There is no guarantee that you will be offered work and you do not have to accept any work that is offered to you.
* On a full working day you will take a one-hour unpaid lunch break.
* Your Line Manager will be ?, and you will be accountable to the **PCC NAME** for contractual matters.
* Your remuneration, hours of work, and holiday entitlement will be in accordance with the attached Casual Contract.
* You may request to join the NEST pension scheme by sending us a letter signed by you, or email including a statement that you have personally submitted the request.   Contributions to the scheme will be deducted from your pay at the minimum statutory level unless you ask us to deduct a higher level of contribution.  If you have ‘qualifying earnings’ as defined by the annual thresholds for automatic pension enrolment, we will also make employer contributions into the scheme for you, at the minimum statutory level.
* In addition, and in accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, this offer is also subject to the submission of documentary evidence of your right to work in the UK. This may be a passport or, in the absence of a passport, a full birth certificate together with an official document issued by a Government agency, or a previous employer, setting out your name and National Insurance number. Please bring this documentation with you on the day of your first assignment.
* **Data Protection**

You must note that the **PCC NAME** will need to process personal information relating to you throughout the term of your employment. Further details regarding how we use this information is described in our Privacy Notice (enclosed with your Statement of Main Terms and Conditions). We ask you to consider the Privacy Notice and sign where indicated to confirm you have read and understood the content.

Enclosed with this letter are a number of documents:

* A copy of the staff handbook, for your retention. The parts that apply to casual workers are those which relate to Maternity, Paternity, Adoption, Parental and Sick Leave, Pension, Working Practices, Equal Opportunities, Discrimination, Whistleblowing, health and safety, data protection, expenses, IT (including use of email and social media) and disclosure of confidential information, and Appraisals.
* An Employment Details Form for you to complete and return, for inclusion in our files.
* As you will be aware your post is subject to a Disclosure and Barring Service (DBS) check. Please find enclosed a guide on how to complete your DBS check online as well as a confidential declaration form. Please complete the confidential declaration form and return it to XX at the XX. You will need to arrange a visit to the [PERSON’S NAME WHO WILL VERIFY DOCUMENTS] to verify your identification documents.
* A second copy of this letter. Please sign both copies, retaining one copy for yourself, and returning the second copy to this office.
* Two copies of the Casual Contract. As with your offer letter, please sign copies, retaining one copy for yourself and returning the second copy to this office.
* Blank Timesheets for payment claims.
* Your current Job Assignment Description.
* Privacy Notice

If you should have any queries, or require further clarification on the contents of this letter, please do not hesitate to contact me.

In the meantime, may I congratulate again on your appointment to this post. I look forward to working with you.

We look forward to welcoming you to **PCC NAME**.

Yours sincerely

Name

Job Title

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I confirm acceptance of the above offer: **Date.**

Signed………………………………………………………….Date…………………………………………….