

CONFIDENTIAL

Name
Address
Town
Postcode

Dear Name,

I am pleased to offer you the post of temporary {Job Title} within {Service} Services, commencing on {Day & Date} and terminating on ({Day & Date}/the completion of Falkirk Council cannot guarantee any further employment at the end of this contract, but may, at its discretion and depending upon the availability of suitable vacancy, elect to offer a further term of employment. It is, however, a condition of your contract that you agree that your contract is subject to termination upon completion of this fixed term/completion of/ or a specific event occurs (e.g. return from maternity leave).

Notwithstanding that this contract is for a fixed term, Falkirk Council reserves the right at its entire discretion to terminate your employment prior to the [specified expiry date] [end of the task/project] [return to work of []] by giving you not less than [] weeks' notice.

The salary grade for the post is {Grade}, currently £{lowest point} to £{highest point}. Your salary will be SCP {Spinal Point}, £{Salary} per annum.

Your normal working hours will be {number} hours per week, to be worked Monday to Friday {Work Pattern}.

Your work location will be {Location}. However, you are employed in the Service of Falkirk Council and may be required to work at any of the Council's workplace locations.

A written Statement of Employment incorporating Falkirk Council's Conditions of Service will be issued to you in due course.

Falkirk Council is required by law to operate the Local Government Pension Scheme. The scheme operates on a final salary basis and provides a range of high quality inflation proofed benefits. The scheme is registered with HM Revenue and Customs and is Contracted Out of the State Second Pension (previously known as SERPS).

Any enquiries you have regarding the scheme should be directed to the Pensions Section by telephoning 01324 506325 or 01324 506329. A short guide outlining the main points of the Scheme is enclosed for your information.

You can only be a member of the scheme if you are under age 75 and have a contract of employment of more than 3 months.

As your contract of employment is for a period of in excess of 3 months, you will automatically become a member of the scheme unless you write to Payroll Services, Finance, confirming that you do not wish to join **OR** For *temporary employment of less than 3 months* – 'As your contract of employment is for a period of less than 3 months duration, you are not eligible to join this scheme. If, however, your contract is extended beyond this 3 month period, you will automatically become a member of the scheme unless you write to Payroll Services, Finance, confirming that you do not wish to join'.

Please confirm your acceptance of this offer by signing one copy of the attached and returning it to {Service HR Contact}, at the address below.

I look forward to receiving your acceptance and would like to take this opportunity of wishing you every success in your post.

Yours sincerely,

SERVICE DIRECTOR

Enc.

I accept the terms and conditions as stated.

Signature.....