**Instructions for departmental use:**

1. **the Offer letter should be produced in CoreHR**
2. **the email text below should be used to send the offer letter and associated enclosures, please amend or delete areas highlighted in yellow as appropriate**

**Email subject heading:** IMPORTANT: University of Oxford: Offer Letter and New Starter Health Checks

Dear [NAME],

I am pleased to attach your offer letter for the position of [Job title] with the University of Oxford. Together with the offer letter, you will also find the following enclosures:

* Information for new starters about the various benefits, programmes and schemes that the University offers to its employees
* University card application form
* New starter health declaration form
* [*if applicable to the role*] New starter health questionnaire and job description
* [*if applicable to the role*] DBS Application/Disclosure Scotland Application

Please return a signed copy of the offer letter together with the completed new starter health declaration form and any other requested documents stated in your offer letter directly to me/this email address. Please note that you will not be able to start your job until the requested documents have been returned and checked by the department. *Please* ***do not email*** *any documents that relate to your proof of right to work in the UK.*

**NB** To open any of the hyperlinks in the attached documents, click on the link and press the ‘Ctrl’ button on your keyboard at the same time.

**[INCLUDE ONLY IF SENDING THE ‘NEW STARTER HEALTH QUESTIONNAIRE’:** As your role involves hazards and/or safety-critical activities, you are required to complete a **new starter health questionnaire**. This questionnaire forms part of an essential element of our pre-employment checks and is a legal requirement for all of our prospective employees who will be working with hazards and/or carrying out safety-critical activities. Fitness to work clearance must be received by the [University’s Occupational Health Service](http://www.admin.ox.ac.uk/uohs/)s (OHS) **before** you may start your employment. The job description for your role has also been attached for your reference, which explains the main duties of your role.

**Please return the completed questionnaire directly to the OHS:** **secretary@uohs.ox.ac.uk**, **by [INSERT DATE]. DO NOT email the completed questionnaire back to this department/ email address. Incomplete or late submission of the new starter health questionnaire may result in you being unable to start your new job on the expected start date.]**

Kind regards,

[NAME]

[CONTACT DETAILS]