



If you need help call XXXX on 0116 252 XXXX

Date:

Name

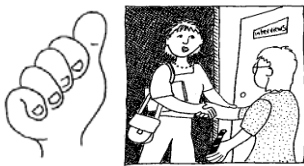
Address

Address

Address

Address

Dear



Well done in your recent interview for a job with the Leicester City Council. There are just a few more details the Council needs before you can start work.

Job:

Job Title



Doctor's check:

Everyone who works for the Council has to have a check with the Doctor.



Police check:

In order to make sure that everyone who uses the Council's services is safe, we do police checks on our staff.



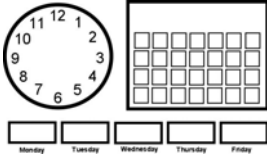
Right to work:

The Government wants to make sure everyone who works for Leicester City Council is allowed to work in the UK.



Pensions:

A pension is a way of saving money for when you get older. If you want to join the pension scheme, some of your wages will be taken each month and saved on your behalf until you retire. Most people retire at around 65 years old. If you chose to join the pension scheme, we will add money into your pension as well.



We will send out a date and time for you to meet with Sam Holiday, Yasmin Surti, Trish Branson and Human Resources. The meeting will be to talk about the rules everyone working for Leicester City Council has to follow.



If you need any help then please contact me on the number at the top of page 1. You can also call Remploy on 0116 248 9620 who will help you.

Yours sincerely

HR Team Assistant