**Template: job offer for permanent post**

**Text alert to candidate to issue with email**

**Give candidate 3 days to respond**

**< Insert Campaign Name >** an urgent Recommendation to Proceed has been emailed to you,

Expires: **< Insert date and time >** Regards **< Insert details >**

**Email template to candidate to issue with text**

**Subject Line** **< Insert Campaign Name >**

IMPORTANT HSE Permanent Recommendation to Proceed < **Insert job post title >**

Expires: **< Insert date and time >**

Dear **< Insert Name>**

Firstly, I would like to congratulate you again on your recent success at interview and your place on a panel for **< Insert Campaign Name >.**

I am delighted to inform you that we are now in a position to invite you to proceed to the next stage of the recruitment process called pre-employment clearances, for the following permanent post:

|  |  |
| --- | --- |
| **Job Title** |  |
| **Location** |  |
| **Base** |  |
| **Department Description** |  |
| **Supervisory Structure** |  |
| **Tenure** | WTE - **< Insert details >**hours per week |
| **Clinical Area** |  |
| **Start Date** | To be agreed  |
| **Special Conditions** |  |
| **Service Manager Details** |  |

I would be grateful if you could confirm, by email only, whether or not you wish to proceed to the next stage of the recruitment process (pre-employment clearances).

Email: **< Insert details >** by **< Insert date and time details >**

If you do wish to proceed to the next stage, it is very important that you first read the advisory notes below and provide the following information in your return email.

1. Confirmation that you wish to proceed
2. Date of Birth
3. PPS Number
4. If you are directly employed by the HSE

Providing all of this information in your email will help us achieve our aim of making this process as efficient as possible for you.

Should you have any queries, please do not hesitate to contact me by email or **< Insert details >** Telephone on **< Insert details >**

Kind regards,

**< Insert name>**

**<Site / Name of HR / Recruiter representative> <Date>**

**Advisory notes**

We treat all candidates the same way, with the same conditions and timescales. I would like to highlight to you the following conditions for the next steps.

No contractual obligation is formed by this correspondence. A contract of employment is only valid when received in writing and signed by both parties – you and the HSE.

All positions are subject to budgetary restraints, satisfactory references, security clearances and occupational health clearances. The HSE reserves the right to withdraw a recommendation to proceed if not fully satisfied with all of these clearance steps. The HSE determines the merit, appropriateness and relevance of references.

Should further documentation be required from you to progress your post, we will request this in the coming days.

Please note we strongly advise that you do not hand in your notice at this time.