**REDEPLOYMENT ONLY**

**REDEPLOYMENT - APPOINTMENT DETAILS**

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| --- | --- | --- | --- |
| **EXISTING ROLE (IF APPLICABLE)** |  | | |
| **EMPLOYEE NAME** |  | | |
| **PAYROLL NUMBER** |  | | |
| **CURRENT DEPARTMENT** |  | | |
| **CURRENT CONTRACT TYPE:**  **(If ‘permanent’ notify current and new HR contact)** |  | | |
| **STATUTORY START DATE** |  | | |
| **VISA – Type (*tier 2 etc*.)** | **Date Visa Expires** | |  |
| **DETAILS OF NEW APPOINTMENT** |  | | |
| **DEPARTMENT/INSTITUTE/SECTION** |  | | |
| **JOB TITLE** |  | | |
| **REDEPLOYMENT JOB REFERENCE No** |  | | |
| **START DATE** |  | | |
| **END DATE (IF FIXED TERM)** |  | | |
| **CONTRACT TYPE** |  | | |
| **DBS CHECK REQUIRED Y**/N |  | | |
| **SALARY DETAILS (**Salary should remain the same in most cases where pay protection applies include details) | | | |
| **Salary Details Grade and spine point** | **Salary: Grade: Spine point:** | | |
| **Pay protection details if relevant** |  | | |
| **FTE %** |  | | |
| **ACCOUNT CODE (This should be detailed on the authorisation form)** | **Percentage** | **Account code** | |
|  |  | |
|  |  | |
| **Other Important information relevant to new contract.** | | | | |
| **Confirm if redeployee previously on a permanent contract but now moving to fixed term contract.**  **Provide details of Trial Period**  **REASON FOR FTC –** | | | | |