**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** |
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| **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 –**  |