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# Conditional offer of employment – Relocation Package\* Information

Further to NHS Forth Valley’s conditional offer of employment, I am delighted to enclose the details of relocation package.

The Board is supporting your relocation to the UK (up to the value of £8,000) and will finance the following:

* Certificate of Sponsorship (£239)
* Immigration Skills Charge for 3 year visa (£3,000)
* 3 months of accommodation (up to £3,316)
* UK Health and Care visa (£250)
* Candidate flight to UK (up to £700)
* Welcome pack (up to £35)
* Airport Collection (up to £100)
* IELTS or OET (English language exam) (up to £360)

\***Repayment**: Please note, should you leave employment within 3 years of starting with us you will be liable to repay some of these costs. Full details can be found in the [acceptance statement](#_Offer_of_Employment_1) at the end of this letter.

**Repayment of costs including relocation package**

If you withdraw from the recruitment process and we have paid money on your behalf as part of your application you are required to pay this money back in full within 30 days of withdrawal.

**Dependent visa information**

Dependent visas are available for partners and children. The Tier 2 Work Visa (Health and Care Worker visa) issued to you will support your family in their application. If the application is successful, their visa will end on the same date as yours.

All associated costs for dependent visas and travel for dependents will be your responsibility and will not be funded by the Board.

We would advise you travel independently to the UK to allow you to focus on settling in the UK. Any accommodation provided initially by the Board will be single / shared accommodation and not suitable for families.

# Next steps

**Acceptance of Offer**

For us to progress your application and any payments, please confirm your acceptance of this conditional offer by signing the ‘[Offer of employment acceptance statement](#_Offer_of_Employment_1)’ at the back of this letter and returning it to us within 5 days.

# 

# Offer of Employment Acceptance Statement

**NAME:**

**POST TITLE: 161962 - CESR Fellowships in Psychiatry**

I hereby accept this conditional offer of employment as per details in the conditional offer letter.

I understand that any offer of employment may be withdrawn if false or misleading information has knowingly been given and employment may be terminated should any subsequent information come to light once an unconditional offer has been made.

**Relocation package – repayment declaration**

If I withdraw my application before arriving in the UK, I will refund any costs incurred as part of my recruitment process within 30 days.

I accept the Board’s relocation package of:

* Certificate of Sponsorship (£239)
* Immigration Skills Charge for 3 year visa (£3,000)
* 3 months of accommodation (up to £3,316)
* UK Health and Care visa (£250)
* Candidate flight to UK (up to £700)
* Welcome pack (up to £35)
* Airport Collection (up to £100)
* IELTS or OET (English language exam) (up to £360)

In consideration of receiving the Board’s relocation package, I hereby agree and declare that:

If I leave the employment of the Board within 36 months (3 years) of commencing that employment, I will refund the Board the following relocation expenses received by me as detailed above:

1. 100% of the total expenses received by me from the employer if I leave within 12 months of commencing employment with the Board.
2. 50% of the total expenses received by me from the employer, if I leave after completion of 12 months service but before 24 months service.
3. 25% of the total expenses received by me from the employer, if I leave after completion of 24 months service but before 36 months service.
4. No repayable expenses after 36 months of service.

I agree to the recovery being deducted from my salary payments from the Board. If the recovery is more than 75% of my net salary payment, I will refund the Board the balance from the salary received from my new post.

Only in exceptional circumstances will the Board release me in whole or part from this agreement with the exception that should the reason I leave the Board be due to redundancy or ill-health retirement I shall not be required to make any such refund.

Signed ……………………………………………………………… Date …………