



Making a verbal job offer

Once you have reviewed all those applications and conducted thorough interviews hopefully you've found the perfect candidate!

It's time to make a verbal job offer.

This is usually done over the phone, not only to offer the job but also to give the applicant feedback on their application and interview.

Self-Disclosure Form

It is important when the conditional offer is made to an applicant to refer to the self-disclosure form completed by the applicant at the application stage. Discuss any investigations or sanctions against the applicant. This allows any information to be discussed and assessed.

Refer to the Shortlisting Factsheet for more information

Sending a formal written job offer

The verbal offer is followed up with a letter confirming the job offer. This is usually sent before any suitability checks are done such as reference checks, but before signing the official employment contract.

The offer letter acts as a formal offering of the job position to the applicant and includes a summary of the terms and conditions of the offer, details about the role and childcare provider and any other details to help the candidate decide whether to accept the job offer. It can also serve as an entry point for negotiations to happen with regard to working hours and pay.



Writing an offer letter

When writing an offer letter, you need to consider structuring your letter with the following information:

- Your logo – to provide authenticity and show professionalism.
- The date and your contact information.
- The candidates name and address.
- Greeting / opening line – start of by addressing the candidate “Dear FULL NAME”. and then below that a paragraph congratulating them by offering the job for example “We are excited to offer you a position at PROVIDER NAME”.
- Job details – position title, the name of the employee’s manager or supervisor, a brief description of the role and its responsibilities, pay as well as any other important matters specific to the job.
- Conditions – if the job offer is dependent on certain conditions these should be stated within the offer letter. See further information about conditions of employment in the section below.
- Benefits - to encourage a candidate to accept your job offer, summarise the key benefits offered by your setting starting with the most attractive ones. Attractive benefits that may be worth mentioning in a job offer letter include:
 - Insurance coverage
 - Personal Pension Plan
 - Paid time off
 - Flexible work hours
- Job offer expiry date – you may decide you want to place an expiration date on the job offer. Providing a hard deadline can save you from losing other qualified candidates should the prospect decline your offer.
- Closing statement - end the job offer letter by expressing excitement about welcoming the candidate to the setting. Provide your contact information should they have any questions and seal the deal by including a line for them to sign and date the offer should they choose to accept.
- Disclaimer - To avoid any confusion, include a brief disclaimer explaining that the job offer letter is informational and not legally binding. You should seek professional advice when drafting an offer letter with language that avoids any contractual implications.

Although there are many templates for job offer letters available that you could use, it is still a good idea to have a legal professional review your offer letter before you hand it over to a potential employee. You will want to ensure you are legally protected.

If you are member of the Early Years Alliance, you can use their [LawCall Service](#).

Alternatively, you can you access advice and guidance from [ACAS](#).



Conditions of job offer

If the job offer is dependent on the candidate achieving certain qualifications this must be stated as a requirement in the job offer letter.

Conditions may also include the list below and should also be stated as a requirement within the job offer letter:

- Background checks
- DBS checks
- Qualification checks
- Reference checks
- Signed confidentiality agreement
- Proof of employment eligibility such as a visa

Contracts

Types of employment contracts

There are a number of different types of employment contracts, such as:

- Full-time contracts
- Part-time contracts
- Fixed-term contracts
- Zero-hour contracts
- Agency worker agreements

It is important to seek legal advice about what type of contract is best for you as a childcare provider.

Key areas to include in a contract:

- Job title
- Date continuous employment began
- Place(s) of work
- Number of hours/days your employee is expected to work (you will need to outline if the employee is expected to work overtime or unsociable hours) Pay and pay intervals
- Holiday entitlement and holiday pay
- Disciplinary rules
- The probation period and the conditions (if there is one)
- Restrictive covenants (a clause that stops employees from working with competitors in future)
- Notice periods



Probation periods

A probation period is the period of time at the start of employment when an employee may be dismissed with little or no notice if they're found to be unsuitable for the role. It's usual to include probation periods within any new employment contract.

Probation periods are important as they help you be sure as an employer you've made the right recruiting decision and to take action more quickly if you feel a new starter isn't suitable for the role.

This reduces the expense of continuing to employ someone who is unsuitable for the job and enables them to be replaced more swiftly.

This clause should state:

- how long your probation period is
- any terms surrounding notice periods
- your discretionary right to extend the probation period

It's most common for probation periods to last for 3 months, although occasionally businesses may choose to make them 6 months or longer.

Further information

GOV.UK

[Employ someone: step by step - GOV.UK \(www.gov.uk\)](https://www.gov.uk/employ-someone-step-by-step)

