**MEDICAL STAFFING PROCEDURE FOR DETERMINATION OF STARTING SALARIES**

In accordance with the relevant provisions of the Medical & Dental Terms and Conditions of Service the Trust has introduced a method of calculating previous NHS Service on commencement to determine starting salaries. The Trust will determine your starting salary on the basis of previous NHS service.

**You must provide your most recent payslip (attach a copy**

**to this letter) and supply this information in the space provided below.**

The Trust will then pay, in accordance with the information provided, on the appropriate point of salary scale from your first day of employment with us. This salary is subject to verification from previous NHS employers, and if this results in an overpayment of salary, you will be required to repay any amounts overpaid. You are also reminded that the information supplied should be accurate to the best of your knowledge. To knowingly supply false information is regarded as gross misconduct under the Trust’s disciplinary rules and may lead to disciplinary action being taken against you.

**Please give details of current basic salary and incremental date:**

My current basic salary is £…………….….. per annum

My incremental date is …………………………………..

Have you transferred to the 2016 Contract? Yes/No

If you have transferred please provide medical staffing with date of transfer and Cash Floor document.

I wish to have my starting salary determined under the Trust method as

outlined above. I authorise the deduction of any overpayment from my salary if the application of this results in an overpayment

Signed………………………………………………………………………………….

Name (please print)…………………………………………………………………..

Date…………………………………………………………………………………….