

## Appendix 2

### Recruitment Package Agreement

In consideration of receiving the Trust's recruitment package I hereby declare that I understand that if I decide to leave the Trust within 24 months of commencing employment, I will refund to the Trust the whole or part of the relocation expenses. I understand the Trust will have the right to claim the costs back, minus the amount of external funding received.

The 24-month period is effective from your start date as shown on the ESR starter form.

#### Date of Leaving

#### Percentage to be repaid

Within 12 months of start date	100%
12 months to under 18 months	50%
18 months to under 24 month	25%

The value of the relocation package was **xxx**.

Timeframe	Recruitment Cost *	External Funding *	% to be repaid	Total to repay
Total	Please insert value	Please insert value	N/A	Please insert value
Within 12 months start date			100%	
12 months – under 18 months			50 %	
18 months – under 24 months			25%	

I agree to the recovery being deducted from my salary payments to the Trust. If the recovery is more than 75% of my net salary payment, I understand that an invoice will be raised and will repay the outstanding amount.

I understand that only in exceptional circumstances will the Trust release me in whole or part from this agreement with the exception of redundancy or ill health retirement. Any exception will require approval from the Chief People Officer.

<b>Name of Employee</b>	
<b>Job Role of Employee</b>	
<b>Employee Signature</b>	
<b>Date</b>	