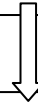


## Appendix 3

At the offer stage employee shares they have previous experience

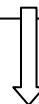


**NHS Experience** with no gap in employments will be confirmed and credited by the Inter Authority Transfer Process via ESR which will be completed on receipt of the starter form.



**NonNHS Experience**

The employee will complete the Salary Variation Form and provide evidence of their previous experience and pay to their manager. References and payslips must be provided and all gap in experience accounted for.

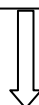


Manager checks evidence and confirms the appropriate salary level and forwards to HR Advisory inbox.

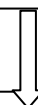


HRBP will check if the salary acceleration is in accordance with Agenda For Change which states:  
“Staff without previous NHS employment would normally be appointed to receive the minimum of the pay band. However, NHS employers do have the discretion to take into consideration previous experience that may be relevant to NHS employment.”

The HRBP will check that experience is relevant and that the required evidence has been provided. Experience will be credited for full years only.



If salary acceleration is in accordance with AFC. HRBP will approve. The manager can send approval email and Salary Variation Form to the workforce/payroll team.  
[wah-tr.workforceinformation@nhs.net](mailto:wah-tr.workforceinformation@nhs.net) .



If Salary is not in accordance with AFC. The Salary Variation Form will be sent to Chief People Officer. If it is approved by CPO Pay Control the manager should send the Salary Variation Form and approval email to the workforce team  
[wah-tr.workforceinformation@nhs.net](mailto:wah-tr.workforceinformation@nhs.net).