



Department
Of
Human
Resources.

Your formal offer of appointment letter is your contract of employment; if you have any queries on the details within this letter please contact your designated Business Support HR team in the first instance. Please note each faculty has a HR team that advises and supports its staff.

<http://www.sheffield.ac.uk/hr/aboutus/whoweare/deptl.html>

You can also contact your designated HR Assistant to make an appointment to complete your CRB check (Criminal Records Bureau) if this is a condition within your formal offer of appointment letter.

For further information on the Criminal Records Bureau and the identification that you need to complete a check please visit:

www.crb.gov.uk