**Mal «Employment offer» - brev:**

Navn

Adresse

Adresse

Adresse

Dato: xx.xx.xxxx

Unntatt offentlighet iht Offl § 25 fjerde led

**Employment offer**

We are pleased to offer you the (temporary) position of xxxxx at Oslo and Akershus University College of Applied Sciences (HiOA), Faculty of xxxxx, Department of xxxxx (ev. department/section for adm. stillinger). (Your appointment is for x years.)

Commencement date: xx.xx.xxxx

(Ev. detaljer om stillingen som ikke fremkommer av kontrakten, inkl. nødvendigheten av å søke Ph.D-opptak for stipendiater: Employment as PhD Candidate and admission to the PhD programme constitute two different processes. In order to be admitted to the PhD programme you must have funding in form of a position as a PhD scholarship and/or through your employer/research institution. Also, your employment offer is depended upon your acceptance into the PhD program. Pls. see this link for further information and application form: relevant nettside

Attachments:

* Contract of Employment
* Notification of regulations for probation
* Declaration of confidentiality
* Personal information form

Please print, complete and sign the Contract of Employment, the “Notification of regulations for probation” the “Declaration of confidentiality” and the “Personal information form”. Electronic copies of the documents should be returned within 7 days to (navn og e-postadresse til lokal HR kontakt). Please also include a copy of your passport.

Should you have any questions or concerns, please do not hesitate to contact: xxxx xxxx. Telephone: +47 67xxxxxx, Email: xxxx.xxxx@hioa.no

Yours sincerely,

Xxxx Xxxx
Tittel

Faculty xxxxx (ev. department/section for adm. stillinger)
Oslo and Akershus University College of Applied Sciences