

Honorary Contract Process Flowchart Step 1: Individual/Organisation makes contact with relevant WUTH department requesting an Honorary Contract Step 2: Department agrees and advises process & timescales Step 3: Department loads vacancy request onto Trac (following Honorary Vacancy Request Guide) Step 4: Recruitment services compliance check of Trac vacancy submission Step 5: If compliant, Recruitment services provide a 'hidden link' to vacancy for the manager distribute to the necessary individuals Step 6: Individual will submit a short application form via hidden link on Trac (all personal details captured) Step 7: Recruitment services will check if individual is employed by NHS or studies at UK university Not employed by NHS/Student If employed by NHS/Student Step 8: Recruitment Services will conduct full Step 7.1: Recruitment services will request Employment Check Certificate from pre-employment checks (level depends on role at WUTH) employer/education provider Step 8.1: Once checks complete, Recruitment Step 7.2: If certificate confirmed, Recruitment Services obtain start date from line manager & Services obtain start date from line manager & issue honorary contract issue honorary contract Final Step: Manager organises new starter (system access, ID badge, uniform)

