

THE BRITISH BROADCASTING CORPORATION
BROADCASTING HOUSE, LONDON, W.1

TELEGRAMS: BROADCASTS LONDON TELEX ★ CABLES: BROADCASTS LONDON-W1 ★ TELEX: 22182

TELEPHONE: LANGHAM 4468
Extension: 2330

Reference: 02/R/OB

18th June 1964

Mr. E. A. Kent,
75 Rose Drive,
Chesham,
Bucks.

Dear Sir,

We have pleasure in offering you an appointment to the Unestablished Staff of the Engineering Division as a Technical Operator, subject to confirmation after your examination results are known. Please inform us of your results as soon as they are known to you.

The appointment will be governed by the Staff Regulations, a copy of which is enclosed, and with reference to Clause 19 you are placed in the category of "Unrestricted" staff. Changes in the Corporation's regulations affecting your terms and conditions of employment may be promulgated by notices posted on notice boards on Corporation premises. A formal Agreement for Service will be prepared for your signature after you have taken up this appointment, but a specimen copy of the Agreement is enclosed for your information and retention.

The first year of service will be probationary, and will include a one-week Induction Course in London on joining, and a residential training course at the Engineering Training Department normally after not less than three months' service; this course ends with a written examination, success in which is essential. Quarterly reports on work and conduct will be made, and it is expected that these will give a positive indication of your suitability to have your appointment to the Unestablished Staff confirmed after one year.

The salary to be paid to you on taking up the appointment will be at the rate of £525 per annum, payable monthly in arrear by bank credit, and subject to satisfactory report will be increased:

to £650 p.a. on the first day of the month nearest your 19th birthday
to £765 p.a. on the first day of the month nearest your 20th birthday
and to £815 p.a. on the first day of the month nearest your 21st birthday

thereafter annual increments will be in accordance with the general conditions of service for Grade D. For the purpose of annual increments, if your birthday falls on a day between the 1st and the 15th inclusive then the increase will take effect from the 1st of that month. If on the other hand your birthday is on the 16th of the month or later then the increase will take effect from the first of the following month.