

On reaching the age of 21 years you will become eligible for appointment to the Established Staff, subject to your work and conduct being to the full satisfaction of the Corporation, and to your health being considered satisfactory. If you fail to reach the required standard you cannot expect to be retained in the service of the Corporation. The Corporation has a contributory Pension Scheme, a brief summary of which is enclosed. You will see from this that on establishment you will be required to join the Scheme, and that if you so wish you may join at age 18 or over (but still under 21) on completing six months' service. Until you become a member of the Corporation's Pension Scheme you will, if appropriate, pay contributions to the State Graduated

Pension Scheme, but as soon as you join the Corporation's Scheme you will be contracted out of the graduated part of the State Scheme.

It is essential that your National Insurance Card and Income Tax Form P.45 (parts 2 and 3) should be in our possession on or before the date you take up your appointment. If you are unable to send them earlier, you must hand them to the official in charge of the Induction Course.

Your date of appointment will be : 21st September 1964
on which day you should report to : The Langham, Portland Place,
London, W.1.

for an Induction Course commencing at 9.30 a.m.

Your first posting will be to : Television (Studio and
Lighting) Operations
and you should report there at 9.30 a.m. on : 28th September 1964

to : Mr. R.W. Bayliff,
Room 4033,
Television Centre,
Wood Lane,
London W.12

Although your first posting for training purposes is to London Studios you remain liable for transfer at any time to Outside Broadcasts or a Regional Centre as required by the needs of the Service.

Joining instructions for the course at Evesham will be sent to you later.

Your written acceptance of this offer of appointment should be made by return of post, and should include a clear statement that you agree with the terms of the engagement as set out in this letter.

Yours faithfully,


(W. K. Newson)

Engineering Recruitment Officer

Enc: BBC Staff Regulations Booklet
Copy of Staff Agreement
BBC New Pension Scheme Leaflet