

Additional Recruitment Request Form

Section 1 - Position Details				
Post Title	No. of Positions	Requisition Reference Number (REQ*****)		
Interim Position Number(s) (Please note we will be unable to progress with any additional offers until we have received suitable position numbers. If interim position number cannot be provided please confirm the date the request has been sent to the systems team and the reason why, i.e. new post/position, maternity, sickness cover etc)				
Position Location (Please include full Address)				
Hours Per Week				
Contractual Status	If permanent & temporary, please specify how many of each			
End date of Temp Contract				
Working Pattern (This can be sent as a separate document if required)	Full Time	Part Time	Job Share	Term Time

If there are multiple positions, please specify further details of each position (this can be sent as a separate document if required)

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Section 2 - Reason for Vacancy

Reason for recruiting

Date effective from	Name of Employee (if applicable)
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Section 3 - Hiring Manager Authorisation

Print Name	Job Title
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Signature	Date
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Section 4 - Financial Solutions Authorisation

Comments (Is funding in place for this post? Does filling the post present any financial risks? etc.)

Print Name

Job Title

Signature

Date

Section 5 - HR Business Partner Authorisation

Print Name

Job Title

Signature

Date