



Teaching Grade	Other (please specify)			
Hours Per Week	FTE Hours			
Permanent	Temporary			
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

<b>Section 2 - Mandatory Training Required for this Post</b>				
<b>The training information is a legal requirement for issuing contracts and must be completed.</b>				
<p>Mandatory Training (The necessary training to carry out the post).  All employees will complete the under-noted training:  Health &amp; Safety relevant to their role  Service Induction  Data Protection  Myself Training  Prevent</p>				

<b>Section 3 – Position Requirements</b>				
Does this post require a PVG Check?	Please Specify PVG Check Level	Children	Adult	Both
Does this post require a Disclosure check	Please specify Disclosure Level	Enhanced	Standard	Basic

Does this post require SSSC registration?	Please specify category of registration
Does this post require Standard Full Registration as required by GTC?	Does this post require an RC certificate?
Does this post require a driving licence?	

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<b>Section 4 - Reason for Vacancy</b>	
Reason for recruiting	
Impact if role is not approved	
Is this a newly established post	
Date effective from	Name of Employee (if applicable)

Section 5 – Interview Details	
Name of Hiring Manger	Names of Interview Panel Members
Proposed Interview dates	To  From
Contact details for applicant to discuss role	

Section 6 - Hiring Manager Authorisation	
Print Name	Job Title
Signature	Date

Section 7 - Workforce Steering Group/Committee	
Approved By	Date Approved at Workforce Steering Group/Committee

Section 8 - Head of Service Authorisation	
Print Name	Job Title
Signature	Date

**Section 9 - Financial Solutions Authorisation**

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

Cost Centre	
Print Name	Job Title
Signature	Date

**Section 10 - HR Business Partner Authorisation**

Please Ensure the following documents are attached to this form (lack of information may delay advert)	Advertisement	Job Description/ Employee Specification	Job Evaluation Number
How should the advert appear on myjobscotland?	External	Internal	Restricted/Redeployment
If external advert, please give reasons why			
Is this a re-advertisement	Previous reference number (if applicable)		
Is this an integrated post which should be jointly advertised with NHS			
Is this post politically restricted?			

Give details of specialised publications or websites where the advert should be placed	Comments/Additional Information
Print Name	Job Title
Signature	Date