

Advertising Request – to be completed by recruiting manager

Position Details						
Service			Division			
Post Title			No. of Posts			
Post Location (Please include full Address)						
Grade	Salary	From		Additional Payments		
		To				
Teaching Grade			Other (please Specify)			
Hours Per Week	Working Pattern (This can be sent as a separate document if required)		Full Time	Part Time	Job Share	Term Time

Mandatory Training Required for this Post

Itrent Position Number							
Is this an integrated post which should be jointly advertised with NHS?							
Yes		No					
Does this post require a PVG Check?		Please Specify PVG Check Level	Children		Adult		Both
Yes		No					
Does this post require a Disclosure check?		Please specify Disclosure Level	Enhanced		Standard		Basic
Yes		No					
Does this post require SSSC registration?		Please specify category of registration					
Yes		No					
Does this post require Standard Full Registration as required by GTC?		Does this post require an RC certificate?					
Yes		No		Yes		No	
Is this a re-advertisement?		Previous reference number (if applicable)					
Yes		No					

Reason for Vacancy	
Rationale for recruiting	
Impact if role is not approved	
Is this a newly established post?	Date Approved at Workforce Steering Group/Committee
Yes	No

Reason for recruiting	Date effective from	Name of Employee (if applicable)
Is this post being advertised as		
Permanent Yes No		
Temporary Yes No		End date of Temporary Contract
Name of Hiring Manager		Names of Interview Panel Members
Proposed Interview dates	From To	
Is this post politically restricted?	Yes No	
Contact details for applicant to discuss role		
Do you require any specific screening questions from the essential criteria? (A screening question for qualifications/training will be automatically added)	Yes No Details of screening questions required	

Hiring Manager Authorisation		
Print Name		Job Title
Signature		Date
Head of Service Authorisation		
Print Name		Job Title
Signature		Date

Financial Solutions Authorisation

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

Cost Centre

Print Name

Signature

Job Title

Date

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

Give details of specialised publications or websites where the advert should be placed

Comments/Additional Information

Print Name

Signature

Job Title

Date