

Advertising Request – to be completed by recruiting manager

Section 1 - Position Details			
Service		Division	
Post Title		No. of Posts	
Intrent Position Number(s)			
Post Location (Please include full Address)		Working from Home	
Grade	Salary	From	Additional Payments
		To	
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

Section 2 - Mandatory Training Required for this Post

The training information is a legal requirement for issuing contracts and must be completed.

Mandatory Training (The necessary training to carry out the post).
 All employees will complete the under-noted training:
 Health & Safety relevant to their role
 Service Induction
 Data Protection
 Myself Training
 Prevent

Section 3 – Position Requirements				
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?				

Section 4 - Reason for Vacancy	
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