**Request for Recruitment**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To be completed by person requesting post** | | | | | | | | | |
| **Request made by:** | | |  | | | | | | |
| **Position:** | | |  | | | | | | |
| **Academy:** | | |  | | | | | | |
| **Recruitment Request - please describe the post being requested** | | | | | | | | | |
| **Post Title** | |  | | | | **Grade** | |  | |
| **Hours** | |  | | | | **Weeks** | |  | |
| **Is the role to be permanent, temporary or fixed term (please specify end date)?** | | | | | | | | | |
| **Is the post within current budget?** | | | | | | **Yes** | | **No** | |
| **Rationale for Request** | | | | | | | | | |
|  | | | | | | | | | |
| **Requested Implementation Date** | | | | |  | | | | |
| **Request Authorised by Head of School** | | | | |  | | | | |
| **To be completed by HR Manager** | | | | | | | | | |
| **Financial Impact (with on costs)** | | | | | | | | | |
| **Cost per annum** | | | | |  | | | | |
|  | | | | | | | | | |
| **To be completed by Finance Director** | | | | | | | | | |
| **Request Recommended for Approval** | | | | | **Yes** | | | | **No** |
| **Signature** | | | | |  | | | | |
| **Date** | | | | |  | | | | |
| **Chief Executive’s decision** | | | | | | | | | |
| **Approved** | | | | **Yes** | | | **No** | | |
| **Signature** |  | | | **Date** | | |  | | |
| **Comments** | | | | | | | | | |