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| **iGrasp ref no:** |  |
| **JD** | **Add info + HIF** |

**RESOURCING/**

**Recruitment Authorisation**

**Form**

|  |  |
| --- | --- |
| **Post title** |  |
| **Location** |  |
| **Department** |  |
| **Reporting to** |  |
| **Contract type (fixed term or ongoing)** |  |
| **Fixed term end date and length of fixed term contract**  | End date |  | Length |  |
| **DBS check required** | **Y/N** |
| **Proposed grade (please note this may be subject to job evaluation)** | **£**  |   | **Grade** |  |
| **Full/Part time** | FT |  | PT |  | Hours |  |
| **If part time, what FTE , hours per week, weeks per year** | FTE |  | Hours per week |  | Weeks per year |  |
| **Monday to Friday or Monday to Sunday** |  |
| **Required start date** |  |
| **Reason for recruitment (new post, replacement etc.)** |  |
| **If replacement post, name the person it is replacing** |  |
| **Post number of the person it is replacing** |  |
| **Cost code for pay** |  |
| **Business justification for new post only (basis on which the post will be approved or declined by Finance etc)** |  |
| **Selection panel (requiring access to iGrasp)** |  |
| **Where would you like to advertise? eg internal only or external**  |  |
| **Additional notes** |  |
| **Form completed by (name and date)** |  |
| **Contact number** |  |