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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** |  | | | | | | | |