**REQUEST FORM FOR ADVERTISING A POSITION**

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| **Organisation description (OE)** |  | **Line Manager/Delegated authority** |  |
| **Details of former/current incumbent** |  | **Date of vacancy** |  |
| **Reference number** |  | **Reason for vacancy** |  |
| **Base remuneration rate** |  | **Date by which vacancy should be filled** |  |
| **Advertisement** | **YES** |  | **NO** | **If no, provide motivation** |  |
| **Recruitment agency** | **YES** |  | **NO** | **If yes, provide cost centre for recruitment costs:** |  |
| **Advertising costs****Relocation costs** | **SU** | **YES** | **NO** | **External cost centre** | **YES** | **NO** | **External cost centre no:** |  |
| **Does your personnel plan make provision for this vacancy** | **YES** | **NO (If no, please provide motivation by means of a written attachment to this request form.)** |
| **Members of interview panel** |
| **Panel member (title, initials & surname)** | **UT number** | **Division, Department, Faculty** | **Race** | **Gender** | **Secretary/PA** |
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| **Line manager / Delegated authority** | **Date** | **Dean (Academic Environments)****Head of Environment (Support Service)** | **Date** |
| **FOR OFFICICE USE** |
| **MATRIX required (Yes / No)**  |
| **Position number** |  | **Post level** |  | **Permanent/Temporary** |  | **Full-/Part-time** |  | **Fraction**  |  |
| **Position title** |  | **Job family no.** |  |
| **Primary position no.(where required)** |  | **Transfer funds from position no.** |  |
| **Payroll** | **Salary** | **SUSPI** | **Dictionary** | **Vigs Action** | **Academic/Support** |  |
| **HEMIS Prog and %** | **1** |  | **%** | **2** |  | **%** | **3** |  | **%** | **4** |  | **%** | **5** |  | **%** |
| **Cost Centre** | **Internal cost centre no.** |  | **External cost centre no.** |  |

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| **TO BE COMPLETED BY THE DEPARTMENT FOR THE RELEVANT POSITION (OR WHEN NEW VACANCY ARISES)**Department: ...............................................................................................................................................................................................................................Job title: ..............................................................................................................................................................................................................................**NB: PLEASE ATTACH THE NECESSARY JOB DESCRIPTION TO THIS REQUEST FORM.** |
| **Job activity description** |
| **Will this job require:** | **Yes** | **No** | **Details**  |
| an essential need for accurate colour vision or hearing? |  |  |  |
| clinical contact with patients, or contact with human blood, blood product or human tissue? |  |  |  |
| specific physical demands? |  |  |  |
| driving a University vehicle?*(Please note:* ALL vehicles need to be indicated, including ride-on mowers and forklift trucks.) |  |  |  |
| food handling and the preparation of food? |  |  |  |
| exposure to other hazards, e.g. rotating machinery? |  |  |  |
| regular night work or weekend work? |  |  |  |
| the undertaking of or assisting with exposure-prone procedures, e.g. pesticides or other chemicals? |  |  |  |
| work that may directly affect the safety of others? |  |  |  |
| travelling abroad on University business (not including attendance at symposiums, conferences and seminars)? |  |  |  |
| working with hazardous biological agents? |  |  |  |
| working with animals or insects? |  |  |  |
| working in unusual environmental conditions, or fieldwork? |  |  |  |
| working with lasers or laser equipment? |  |  |  |

 Request form for advertising a position/MHB Vorm/Steundienste **(February 2015)**