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|  |  |  **Staff Vacancy**  |  |
|  |  |  (new and replacement posts) |
|  Reference number  |    |
|  Department |    |
|  |  |  |  |
|  Job title: *A full job description will be required in*  *due course* |  |
|  Band level (or other rate of pay):  *subject to confirmation through job* *evaluation* |  |  Finance Code: |  |
|  Current annual salary:  |  £ |  Annual Cost  *(including er’s NI & Pension*):  |  £ |
|  Hours a week/year/ total hours in this contract:  |  |
|  Start Date: |  End Date: |
| **Please provide the following information:** |
| *Why this post is required*: |
| *The consequences of not filling the post:* |
| *Confirmation that other ways of undertaking the work have been explored and reasons for rejecting:* |
| *Enhancements that are likely to be generated if the post is released (include any financial returns):* |
| **Authorisation** | **Signature** | **Name** | **Date** |
| Head of Department/Service  |  |  |  |
| ASU Manager (where appropriate) |  |  |  |
| Confirmation of funding available in current year, by Principal Accountant |   |   |   |
| Approval to recruit by Vice Chancellor |   |   |   |
| Received in Personnel Department |   |   |   |