|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2D_black_300dpi   |  | | --- | |  | |  | | |  | | | | |  |
|  |  | | |  | | | | |  |
|  |  | | | **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 | |  | | |  | | |  | |