

Recruitment Authorisation Form

Non-Management Operational Roles

(Support Workers, Practice Leads, ancillary roles etc)

This form is used by the Hiring Manager to start the recruitment process.
Please complete all sections of the form.

| | |
|---|--|
| Vacancy Job Title | |
| Work Location | |
| Facility code | |
| Contract type? Perm/Bank/Fixed Term/ Secondment/ Other (specify) | |
| Duration (if FTC or Secondment) | |
| Contracted weekly hours | |
| Hourly rate | |
| Reason for recruitment (if saving must cover full cost) | |
| If additional cost, please confirm who has authorised and rationale | |
| Is the job description attached? | |
| Proposed start date | |
| Date submitted | |
| Hiring Manager name & job title | |

NOTES:

- NOTES: 1. Completed authorisation form will be submitted to exec team in each instance for sign off.
- If a hiring decision is not made within three months of signing this document, or if any proposed offer exceeds levels above, the process must be re-approved and resubmitted.

RECRUITMENT TEAM TO COMPLETE:

Home hours =

Budgeted hours =

Confirm request within budgeted hours: