

Recruitment Authorisation Form

Non-Management Operational Roles

(Support Workers, Practice Leads, Deputy Managers and ancillary roles)

This form is used by the Hiring Manager to start the recruitment process. Please complete all sections of the form. Once complete, please send to careers@achievetogether.co.uk.

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 vacancy is leaver backfill, please provide leaver name, reason and leave date	
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:

1. NOTES: 1. Completed authorisation form will be submitted to exec team in each instance for sign off.
2. 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: