



Application to Recruit Form

1. Details of Post

New Post / Replacement Post* (delete as appropriate)

* If replacement post, name of current or most recent postholder: _____

School/Service: _____

Does the post need Disclosure and Barring Service (DBS) clearance? Yes/No
(Please refer to HR Services for guidance as appropriate)

Does the post require a new personal computer to be provided by IT Services? Yes/No
(if YES, the relevant Dean/Director is asked to contact IT Services (Technical Support Manager)

Does the post require additional office space? Yes/No
(if YES the Dean/Director is asked to contact Estates and Facilities (Space Manager)

Deans/Directors are asked to note that vacancy applications cannot be progressed before IT and accommodation needs have been agreed.

Full-time/Part-time (If part-time please specify number of hours per week): _____ Hours

Permanent/Fixed Term (If fixed term please specify duration of contract): _____ Months

and why the post is fixed term: _____

Proposed Grade of Post: _____

2. Justification for the Post

Please write a paragraph (attaching it to this form) outlining the case for having the post and provide an answer to the following questions:

1. How does this request fit in with Corporate Plan 2015- 2020?
2. How will this post be funded?
3. To what extent is this post dependent upon HEFCE teaching grant funding?
4. What savings can be made in other areas to fund the post?
5. Why cannot staff from another area be re-deployed to the post?

Additional questions for Schools only:

6. What are the current student numbers in the programme area?
7. What is the current SSR?
8. What programme(s) will the academic be teaching on? (Please confirm below)

3. Advertising

Suggested media and date for advertisement: _____

4. Source of Funding

Category: School/Service/External/Research Grant/HEFCE Funding/UEL Research Allocation/Other*

If 'other', please specify source: _____ Expenditure code: _____

5. Declaration by applicant and budget holder (if not applicant):

I/we confirm that I/we have received a copy of UEL's policy and guidelines for the recruitment and selection of staff and understand that the above appointment shall be subject to the appropriate conditions.

Signature of applicant

Signature of budget holder (if not applicant)

Name of applicant

Name of budget holder

Date

Date

Signature of Dean/Director/VCG member (if not applicant or budget holder)

Date

(Name of Dean/Director/UMT/VCG member)

6. Documents submitted in support of the application:

- a) Job Description (Yes/No)
- b) Person Specification (Yes/No)
- c) Draft Advertisement (Yes/No)
- d) Other (please specify):

Please could you e-mail the above documents to your HR contact.

7. Panel Preparation:

Name of proposed Chair

Names of other proposed panel members:

(please refer to constitution of appointment panels document)

Proposed date of advert:

(10-14 days after approval by HR Services)

Proposed closing date:

(For support and management posts 2 weeks after publication of advert. For academic and research posts 4 weeks after publication of advert)

Proposed shortlisting date:

Proposed interview date:

(Approximately 2 weeks after shortlisting date)

Proposed start date:

Have the panel members been contacted to ascertain available dates? Yes / No

Appointment panels should be drawn up to be representative in terms of gender and ethnicity. All panels must include women and men. All panel members must have completed the Recruitment & Selection training.

HR Services - Updated 29.05.15