Advert Template/Recruitment Approval Form Template

|  |  |
| --- | --- |
| Job Title |  |
| Ref number**(for workforce only)** |  |
| Band |  |
| Base |  |
| Hours per week |  |
| Permanent/Temp/Secondment |  | If Temp / Secondment (please indicate end date and reason) |  |
| Internal/External Advertisement |  |
| Publication in journal required (if so please indicate which one) |  |
| DBS check required (Y/N) |  | Enhanced / Standard |  |
| Closing Date |  | Interview Date (Please indicate where possible) |  |
| \*New/Existing post |  |
| Confirmation to recruit received from CCG (Y/N)  | Approved by | Name | Date |
|  |  |
| Any additional information |  |  |
| Relocation Costs required and approved by CCG (Y/N) |  |  |

*Please note if this is a new post the job description will need to be submitted to the workforce team to be put through an Agenda4Change Job Evaluation panel in order for the post to be banded correctly.*

*\*If this is an existing post which has already been through Job Evaluation and you have made changes to the job description please ensure you submit a copy of the job description highlighting the changes made to the workforce team.*

*\*If this is an existing post which has already been through job evaluation and you have not made any changes to the job description, the workforce team will advertise using the existing job description stored on our system.*

# Advert Template – Please complete

|  |
| --- |
| *Please enter information specific to the organisation*  |

|  |
| --- |
| *Please enter detaiils specific to the role below (ie: key responsibilities, details about the team*  |

*For Workforce use only*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Date** |
| *Confirmation to recruit received* |  |  |  |
| *Job Evaluation completed* |  |  |  |
| *Completed by:* | *(NAME WORKFORCE)* |  |