

HUMAN RESOURCES DIVISION

RECOMMENDATION FOR APPOINTMENT FORM

This form must be received by the Human Resources Division at least one working week prior to the commencement of employment.

Department

DETAILS OF PERSON RECOMMENDED FOR APPOINTMENT

Full Name

Tick as appropriate Male  Female  TITLE Dr  Mr  Mrs  Ms  Miss

Postal Address

Post Code:

Telephone Home  Work

Email  NI number

DETAILS OF PRESENT/LAST APPOINTMENT (Complete last employment details if person is not currently employed)

Present Appointment  Present Salary £  pa

Last Appointment  End date  Last Salary £  pa

Qualifications (if relevant to the post)

DETAILS OF THE POST

Post Title  Post Reference No. (if applicable)

Special Instructions: Disclosure and Barring Service check  Y  N Standard/Enhanced

Category of Post (Tick as appropriate) Full-time  Part-time  Fixed-term  Term-time only

Please ✓ working days and confirm number of hours worked per day:

Days worked per week	Hours worked per day
Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>
Saturday	<input type="checkbox"/>
Sunday	<input type="checkbox"/>
<b>Total per week</b>	

Weeks worked per annum  Fixed-term expiry date

Start date

Authorised Signature   
Date:

Line Manager

Grade

Starting Salary (Recommended)

Previous post holder (if applicable)

Ledger codes:

Research Grant Detail:

PLEASE COMPLETE REVERSE SIDE OF FORM

PLEASE CHECK THAT THE FOLLOWING HAVE BEEN ATTACHED  
AND NOTE THAT EMPLOYMENT CANNOT COMMENCE WITHOUT THE RELEVANT DOCUMENTS

A copy of the candidate's application form/CV  A copy of verification document(s)

Recruitment selection forms  References (RA posts only)

If 'no' to any of the above, please indicate below why this is so


PLEASE PROVIDE THE FOLLOWING INFORMATION  
FOR THE PURPOSES OF EQUAL OPPORTUNITIES MONITORING

Total number of Application Forms received

Names of applicants who were interviewed  
(Including any who may have been in a pre-interview selection process)

	Male	Female	For Human Resources Office Use only
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**The School/Department is responsible for informing unsuccessful applicants  
except for posts where the interviewing process has been organised by the Human Resources Division**