

Appointment Approval Form

Please complete all sections and forward to Human Resources. Thank you

Department Job Title
(taken from the VE job description)

VE Job No.

☐ Internal Candidate

☐ External Candidate

Date of Interview Interview Panel

Please Appoint: - Mr/Mrs/Miss/Ms Name

Previous Post-holder's name.....

Please complete:

☐ Permanent

☐ *Temporary Please give details

☐ *Fixed Term Contract Please state period of time months

☐ Job share Please give details

☐ *Secondment Please state period of time months

☐ Maternity cover

* Please state why needed

2: Please specify if:

a) Full-time **Yes / No** Hours ☐ 40 ☐ 37

b) Part-time **Yes / No** Please state hours and working pattern

.....

3: Grade Point (A to D) £.....

4: Criminal Records Bureau Check required ☐

5. **Please clarify if the following apply:** a) Out of Hours Working **Yes / No**

Please specify weekends, evening or Bank Holidays ...

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b) Payment Rate for out of Hours Basic Rate ☐ Time in Lieu ☐ Overtime ☐

Other ☐ please state

6. Car User Allowance (as derived from job description/grade)

Essential User ☐ Casual User ☐

7. **Professional Fee Payable** Yes / No

8. **Relocation** Yes / No

Signed (Appointing Officer) **Dated**

Date returned to Human Resources: