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	☐	
Tuesday	☐	
Wednesday	☐	
Thursday	☐	
Friday	☐	
Saturday	☐	
Sunday	☐	
Total per week		

Weeks worked per annum   **Fixed-term expiry date**

Start date

Authorised Signature

Date:

Line Manager

Ledger codes:

Grade

Starting Salary   *(Recommended)*

Previous post holder   *(If applicable)*

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)* ☐   *References* ☐

Recruitment selection forms ☐

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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. . . .			. . . .
. . . .			. . . .
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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**