Authority to Recruit (ATR)

Please state Academic Year 

Please submit form with Section A and budget holder approval completed to the PA to the Deputy Vice Chancellor.

|  |  |
| --- | --- |
| **Section A: Request** | |
| Request Made By |  |
| Name of Hourly Paid Staff |  |
| Proposed type of appointment |  |
| Proposed title and outline of duties |  |
| Proposed date from |  |
| Proposed date to |  |
| Total number of proposed weeks the HP will be employed |  |
| Proposed Total Contracted Hours  *(This figure will be included in the contract)* |  |
| Hourly rate of pay |  |
| Is this a standard rate confirmed by HR? |  |
| Budget codes to be used  (see Administration Office) |  |
| Name of budget holder confirming funding available |  |
| Nominee employee CV attached |  |

Head of School Approval

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date | Click or tap to enter a date. |
| Job Title |  | | |
| Signature |  | | |

|  |  |  |
| --- | --- | --- |
| RationalePlease provide details as to why the hours are required. | | |
|  | | |
| Approval  All relevant information must be provided above before you submit the ATR. Once completed this form, along with the relevant documentation (CV, Job Description), should be submitted to Karen Brownrigg ([brownrk@hope.ac.uk](mailto:brownrk@hope.ac.uk)) by the Head/Dean. Should this be approved please note the further information below. | | |
| Approvers | Signature | Date |
| Deputy Vice Chancellor |  |  |
| Pro Vice Chancellor (Research) |  |  |
| Executive Director of Finance, Services and Resources |  |  |
| Director of Personnel |  |  |

**Further Information**

Upon approval, if the individual is not currently employed by Liverpool Hope University, you must send the below to HR prior to the individual’s start date. The individual **must not** complete the work until the below has been submitted to HR.

* CV
* New Starter Form
* P45 or Starter Checklist
* Right to Work **(you must not allow any individuals to work without a right to work check being undertaken)**