



AUTHORITY TO RECRUIT FORM STAFF APPOINTMENT

JOB DETAILS (PLEASE COMPLETE ALL RELEVANT BOXES)

Job Title			
Subject/Service			
Location			
Grade		Reports to	

Number of Posts		Proposed Start Date	
Is this a new role? :		If replacement, replacing whom? (State below)	
If new is this subject to HERA?			

State Reason for Job Creation/Re-appointment below:

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Academic / support?

Contract Duration

If Fixed Term state end date and reason for fixed term below:

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Work Pattern

If part time state fte

Weeks per Year

If other or term time state number of weeks per year

Does post holder require a criminal record check?		
If no please skip to Job Classification. If criminal record check required, please answer questions below:		
Eligible position?		
Regulated activity in relation to children?		
Regulated activity in relation to adults?		



JOB CLASSIFICATION

Please select relevant Job Classification	
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ADVERTISING

Where should the post be advertised?	
If Academic post, external roles will automatically be placed on Jobs.ac.uk. Please state if you would like the post placed other external sites.	

SOURCE OF FUNDING FOR APPOINTMENT

Is this post in the current approved budget?			
Cost Code:		Project Code:	
If not in budget , how is this post to be funded? <i>please give details below:</i>			

FURTHER / SUPPORTING INFORMATION NOT PROVIDED ABOVE

Please provide any other comments

PROPOSED BY

Name		Date	
Job Title			
Signature			

APPROVALS

All relevant information must be provided above before you begin the approval process.

Approvers	Signature	Date
1. DVC / Senior Manager		
2. Chief Accountant / Head of Finance		
3. Personnel Director		
4. Vice Chancellor		



LIVERPOOL
HOPE
UNIVERSITY
Est. 1844

For Support roles please return the approved form to the relevant HR Manager. For Academic roles please return the approved form to the Recruitment Manager.

For advertisement roles must have an up-to-date Person Spec, Job Description and Recruitment Pack. It is advised that preparation for these documents commences with Personnel whilst you are waiting for sign off, this will enable a quick advertisement process upon approval. Advertising and recruitment will only commence when this authorisation document has been completed with all approver's signatures.