

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:

