

Apprentice Vacancy Request Form (VRF)



Vacancy CODE

HIRING MANAGER

Name

Title

Division

Date

Signature

Position required **NEW TEMP REPLACEMENT CONTRACTOR**

VACANCY DETAILS

Job Title Start Date

Apprenticeship End Date

Division Location/Site Job Description attached Y/N

No of Vacancies Skill Level

Full / Part Time Office/Shopfloor

Standard hours per wk in line with age of apprentice

	start time	finish time	breaks
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>

Equipment		Benefits	
Mobile	<input type="text"/>	Car	<input type="text"/>
Laptop	<input type="text"/>	Car Allowance	<input type="text"/>
Ipad	<input type="text"/>	Fuel Card	<input type="text"/>
Other	<input type="text"/>	Other	<input type="text"/>

Overtime Rate

Bonus

Any Other Salary Info

Salary Package per annum/hour

Basic (£)

Attendance Allowance (£)

Shift Allowance (£)

Cost of apprenticeship

Speak to HR to gain detail of cost of apprenticeship for the duration of the apprenticeship prior to sign off

RECRUITMENT VALIDATION

Justification for recruitment (incl details of package increases and reasons for new role)

ADVERTISING REQUESTS

Agency

Internal

Other

Referral

AUTHORISATION

Group Finance Director	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Manager	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Director/HOD	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Managing Director	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
HR	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>