

Vacancy Request Form (VRF)



Vacancy CODE

HIRING MANAGER

Name Signature
 Title
 Division Position required
 Date Name of person being replaced

VACANCY DETAILS

Job Title Start Date
 End Date
 Division Location/Site Job Description attached
 No of Vacancies Skill Level
 Full / Part Time Office/Shopfloor
 Standard hours per wk

	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"/>

Salary Package per annum/hour

Basic (£) Overtime Rate
 Attendance Allowance (£) Bonus
 Shift Allowance (£)
 Any Other Salary Info Management Role

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"/>

RECRUITMENT VALIDATION

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

ADVERTISING REQUESTS

Agency
 Internal
 Other
 Referral

AUTHORISATION

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"/>