**Southampton City Council**Human resources and organisational development

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| **Offline requisition form – schools** |
| Use this form to advertise your vacancy1. Download and save
2. Read the policy
3. Fill in all the information
4. Send a copy to recruitment@southampton.gov.uk
 |
| **Your privacy** – it is important that the data we hold about you is up-to-date and correct. Read about what we do with it in the [HR and recruitment privacy notice](http://www.southampton.gov.uk/jobs/hr-recruitment-privacy-notice.aspx)  |
| Job details |
| Post title: |       |
| Job created by: |       |
| Posting date: | Click or tap to enter a date. |
| Closing date: | Click or tap to enter a date. |
| How many posts are you recruiting to? |       |
| Do you want this post to be advertised? | **Yes** [ ]  | **No** [ ]  |

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| Post details |
| Location (full address with postcode): |       |
| Cost centre: |       |
| Service area: |       |
| Sub service area: |       |
| Contract type: | Permanent [ ]   | Fixed term [ ]  | Maternity cover [ ]  |
| Secondment [ ]  | Casual [ ]  |
| Contract length: | Full time [ ]  | Part time [ ]  |
| Length of fixed term: |       |  |
| Hours worked per week: |       |  |

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| Post requirements |
| DBS type: | Standard [ ]  | Enhanced [ ]  | N/A [ ]  |
| DBS workforce: | Adult [ ]  | Child [ ]  | Other Workforce [ ]  |
| Adult & child [ ]  | N/A [ ]  |
| DBS list barring: | Adult [ ]  | Child [ ]  | Other Workforce [ ]  |
| Adult & child [ ]  | N/A [ ]  |
| Explain if you require this post to be advertised on social media (this is only for hard to recruit vacancies and specialist roles): |       |
| Political Restriction: | Sensitive [ ]   | Specified [ ]  | N/A [ ]  |
| Grade: | 1 [ ]  | 2 [ ]  | 3 [ ]  | 4 [ ]  | 5 [ ]  | 6 [ ]  |
| 7 [ ]  | 8 [ ]  | 9 [ ]  | 10 [ ]  | 11 [ ]  | 12 [ ]  |
| 13 [ ]  | CO1 [ ]  | CO2.1 [ ]   | CO2.3 [ ]  | CO2.5 [ ]  | CO3 [ ]  |
| CO4 [ ]  | Soulbury [ ]  | Apprentice [ ]  |
| Schools [ ]  | Other [ ]  |
| Can this role be filled by an apprentice? | Yes [ ]  | No [ ]  |
| If no, please explain: |       |
| Soulbury grade: | 6 [ ]  | 4 [ ]  | A [ ]  | B [ ]  |
| EIP [ ]  | SEIP [ ]  | LEIP [ ]  | N/A [ ]  |
| Insert pay level and salary (M1, £25,425): |       |
| Additional payments for school’s role: | SEN1 [ ]  | SEN2 [ ]  | TLR1 [ ]  | TLR2 [ ]  | TLR3 [ ]  | N/A [ ]  |
| Is the post term time? | Yes [ ]  | No [ ]  |
| If yes, please select the weeks to be worked: | 38 [ ]  | 39 [ ]  | 40 [ ]  | 41 [ ]  | 42 [ ]  |
| 43 [ ]  | 44 [ ]  | 45 [ ]  | N/A [ ]  |
| FTE salary min: |       |
| FTE salary max: |       |
| What allowances apply to the post? | Contractual car user [ ]  | First aid [ ]  |
| Fire marshall [ ]  | Emergency planning [ ]  |
| Tool [ ]  | Standby and call out [ ]  |
| Irregular [ ]  | Unsocial hours [ ]  | N/A [ ]  |
| Please select the % allowance for irregular/unsocial hours if applicable: | 6% [ ]  | 10% [ ]  | 15% [ ]  | 30% [ ]  | N/A [ ]  |
| Is a market supplement applicable to the post? | Yes [ ]  | No [ ]  |
| If yes, market supplement monthly amount: |       |
| End date for the market supplement if applicable: | Click or tap to enter a date. |
| Amount per annum for additional payments: |       |
| Contact details of a colleague who can fulfil hiring manager duties in your absence: |       |
| Any other information: |       |
| Please insert advert details: |       |

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| Confirmation |
| I confirm that the information on this form is correct and up to date. Selecting the box below acts as a signature. |
| Employee: | [ ]  | Date: | Click or tap to enter a date. |

**What next?** – email this form to recruitment@southampton.gov.uk