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

|  |  |  |
| --- | --- | --- |
| **Offline requisition form – schools** | | |
| Use this form to advertise your vacancy   1. Download and save 2. Read the policy 3. Fill in all the information 4. Send a copy to [recruitment@southampton.gov.uk](mailto: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** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: |  | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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: |  | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 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](mailto:recruitment@southampton.gov.uk)