**UNITEMPS ADVERT REQUEST FORM**

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| **JOB TITLE** |
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| **ROLE** *(please provide a brief outline of the role)* |
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| **DUTIES AND RESPONSIBILITIES** |
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| **SKILLS AND EXPERIENCE** *(The experience, training, qualifications and authorisation that the jobseeker will need by law to carry out the work)* |
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| **DBS REQUIRED? YES/NO** *(please provide a summary of the duties of the role which you believe create eligibility for a DBS check)* |
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| **LOCATION** *(on campus/working from home or combination)* |
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| **WORKING OUTSIDE THE UK? YES/NO** *(will any work be carried out overseas? This includes home working. (If ‘Yes’ please specify location)* |
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| **START DATE AND END DATE** *(providing a predicted end date/duration if exact end date not known)* |
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| **PREDICTED INTERVIEW DATE** *(if applicable)* |
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| **HOURS AND DAYS OF WORK** |
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| **RATE OF PAY** *(please select grade and spinal point from Unitemps rates) - It is the departments responsibility to pay the correct rate of  pay in line with comparable members of staff - NMW (training must be paid too)* |
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| **EXPENSES** *(Any expenses payable by or to the jobseeker)* |
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| **HEALTH & SAFETY** *- Any health and safety risks at the workplace and the steps taken to control them?*  *- Any risk assessments that apply to the role that we should pass on to candidates?*  *- Are there any PPE requirements for the role? If yes, please outline and confirm that these will be provided to the candidate* |
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| **INTERNAL COSTCODE** |
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| **ITS ACCOUNT REQUIRED? YES/NO** *(Student accounts should not be used for temporary work)* |
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| **STAFF CARD REQUIRED? YES/NO** |
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| **DRESS CODE** *(e.g. Business dress, Smart casual, Uniform provided, required footwear etc)* |
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| **MAIN CONTACT** *(responsible for approving timesheets)* |
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| **ADDITIONAL APPROVER(S)** *– strongly recommended in case of Primary approver’s absence* |
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