**UNITEMPS DIRECT BOOKING 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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| **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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| **DRESS CODE** *(e.g. Business dress, Smart casual, Uniform provided, required footwear etc)* |
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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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| **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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| **TEMPORARY STAFF** | | |
| Please provide the name and contact details of all temporary staff who have been selected to work.  Each temp will need to provide Unitemps with documents proving their eligibility to work in the UK **before** they can work. We will notify you when all checks have been completed by emailing the main approver with an Assignment Booking Confirmation. | | |
| **Full name** | **Email address** | **Phone number** |
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