Staff Request (SR)

PLEASE MAKE SURE YOU CHECK THE TALENT REGISTER BEFORE YOU ASK FOR A POST TO BE ADVERTISED.

Tick to confirm you have checked the talent register ☐:
http://www.ed.ac.uk/schools-departments/human-resources/recruitment/talent-register/recruiters

Recruiting PI/Manager:

Job title of post:

Grade of post (INF666, INF777 or other GAN given by HR):

PAG approval (if applicable):

Expected start date of post:

Duration of post:

Salary scale:

Full or part time post (if part time how many hours):

Salary charging codes (cost centre, job code and account code):

Funding source (e.g EU, EPSRC):

Advertising details if required (please include length of time to advertise and places to advertise). If post is for more than 6 months and isn't being advertised then we need to know why so that it can be authorised e.g. let us know if the person being appointed was named on the research grant proposal.
N.B. Advertise Admin posts on S1 jobs; advertise Academic posts on WISE; advertise Research jobs on www.jobs.ac.uk and Informatics Job Platform

Advertising charging codes (if being placed on S1jobs or in media):

Tick to confirm if recruiter approves advertising on Informatics Vacancies Webpage ☐
http://www.ed.ac.uk/informatics/about/work-with-us/vacancies

Name of person being appointed if post is not being advertised:

Is a desk required? YES/NO
Is a computer required? YES/NO
If computer required is it core or grant funded?
Computer charge codes if grant funded:

Appointment Details

Proof of right to work in the UK: passport and visa must be taken to InfHR prior to offer of appointment so that we can verify them - without this information we cannot offer or appoint.

Title (Mr/Dr etc.):

Name:

Address:

NI number (<u>essential</u>):

Start date:

End date:

Starting salary and scale point:

Salary Codes same as SR?:

Is this the appointee's only post with UoE (e.g. T&D post)? YES/NO
If not, please confirm if the other post will continue:

Is the appointee a current student: YES/NO
If so, do they have a scholarship?
If yes, will this continue in addition to salary?

Comments: