

**Staffing request form (Prof services/Academic)**

**All parts of this form must be completed, otherwise it will be rejected by InfHR. A separate form must be completed for each post.**

**PART A: To be completed by recruiter**

**PART B: To be completed by recruiter**

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| **PART A: POST DETAILS**  **To be completed by recruiter** | | |
| 1 | Is this an advertised post?  (If non advertised please also complete part 1A) | Yes –select duration Choose an item.  No - select reason Choose an item. |
| 2 | Confirm line manager |  |
| 3 | If advertising, have you checked the talent register?[[1]](#footnote-1) | Yes  N/A |
| 4 | Job title of the post |  |
| 5  6 | Grade of the post  Full time/Part time | UE04Grade: Choose an item.  Full time  Part time - please specify hours \_\_\_\_\_\_\_\_ |
| 7 | Expected start date | Click or tap to enter a date. |
| 8 | If fixed term, duration of post? |  |
| 9 | Number of positions available | Choose an item. |
| 10 | GAN (grading) number  (Has the JD been graded? Please attach a copy of the JD with this form) |  |
| 11 | Salary charging codes  (cost centre, job code and account code) |  |
| 12 | Funding source (e.g. EU, EPSRC) |  |
| 13 | Advertising details, if required  (*Will automatically be put on UoE, jobs.ac.uk [Warwick Web], and Informatics Europe)* |  |
| 14 | Budget codes any supplementary adverts to be charged to |  |
| **PART 1A – Staff appointment details**  ***Please only fully complete this section if the post is unadvertised, if advertised leave blank.***  **NB. If the post is to be advertised, after interviews have concluded you will be sent this form back and should complete/provide the asterixed fields only)** | | |
| Proof of right to work collected | | Passport copy  EUCLID screenshot, if relevant  Copy of any Visa, if relevant |
| Will the employee be working from abroad? | | Yes  No |
| Employee details | | Title Choose an item.  Name:  Address:  NI number:  Email address: |
| Work pattern  Paste Work Schedule format here from [Work Schedule Calculator](https://www.ed.ac.uk/human-resources/a-to-z-of-forms)) | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Start and end dates\* | | Start: Click or tap to enter a date.  End: Click or tap to enter a date. |
| Starting salary and scale point\*  [See here for salary scales](https://www.ed.ac.uk/human-resources/pay-reward/pay/pay-scales) | | Grade: Choose an item.  Salary point: |
| CoS (certificate of sponsorship) required?\* | | Yes – please also submit CoSa form  No |
| Is this the appointee’s only post with UoE? | | Yes  No  If No, will the appointee’s other post continue?  Yes  No |
| Any additional comments | |  |
| **PART B: JOB DESCRIPTION AND ADVERT TEXT**  **To be completed by recruiter** | | | |
| **Summary of post: (NB. This will show as the initial opening paragraph of the post on the advert)**  **Please edit all sections in yellow as appropriate:**  The School of Informatics, University of Edinburgh invites applications for…..  **Grade X, salary range: £XXXXX - £XXXXX**  **College of Science and Engineering, School of Informatics**  **Fixed-term/Open Ended, Full time/Part-time (X hours per week)**  **Available for X months**  **X post/s available**  **The Opportunity: (NB. You can include information about the role in this section, should you wish)**  **Contact details for enquiries (name and email address):**  DO NOT EDIT THIS SECTION BELOW  **As a valued member of our team you can expect:**  An exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent and reward success. You will benefit from a competitive reward package and a wide range of staff benefits, which includes a generous holiday entitlement, a defined benefits [**pension scheme**](https://www.ed.ac.uk/finance/pensions)**,** staff discounts, [**family friendly initiatives**](http://www.ed.ac.uk/schools-departments/equality-diversity/help-advice/family-friendly), flexible working and much more. Access our [**staff benefits page**](http://www.ed.ac.uk/human-resources/staff-benefits) for further information and use our [**reward calculator**](http://www.ed.ac.uk/human-resources/pay-reward/reward-calculator) to find out the total value of pay and benefits provided.  The University of Edinburgh holds a Silver Athena SWAN award in recognition of our commitment to advance gender equality in higher education. We are members of the Race Equality Charter and we are also Stonewall Scotland Diversity Champions, actively promoting LGBT equality.  If invited for interview you will be required to evidence your right to work in the UK. Further information is available on our [**right to work**](https://www.ed.ac.uk/human-resources/jobs/demonstrating-rtw)webpages  Feedback is only provided to interviewed candidates. | | | |

1. <https://www.ease.ed.ac.uk/cosign.cgi?cosign-eucsCosign-www.edweb.ed.ac.uk&https://www.edweb.ed.ac.uk/user/login?destination=node/31254> [↑](#footnote-ref-1)