**R&S - APPENDIX 5B**



**REQUEST TO RECRUIT TO NEW POST**

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| **FORM R1b** | **TITLE OF POST:**  **LOCATION:** | **GRADE:**  **DATE:** |
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| **This form must be completed in full for all new posts** | | |
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| Please give clear details of the purpose of this post: | | |
|  | | |
| Please give details as to why this post is required and there are no other alternatives: | | |
|  | | |
| Please detail how this post will be funded:  CONFIRM FUNDING RECURRING: YES / NO | | |

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| **AUTHORISATION** |
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| **Recruiting Manager:**  I **confirm that the information given is correct.**  Signed: ……………………………………….. Date: …………………………..  Full Name: …………………………………… Designation: ………………….. |
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| **Executive Director Group Member:**  I confirm that the recruitment to this new post is consistent with the service requirements of the Division / Corporate Directorate.  Signed: ……………………………………….. Date: …………………………..  Full Name: …………………………………… Designation: ………………….. |
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| **Directorate or Community Services Accountant Authorisation:**  I confirm that there is funding available for this new post.  Signed: ……………………………………….. Date: …………………………..  Full Name: …………………………………… Designation: ………………….. |

This form should be attached to the completed Vacancy Management Form (R1a) and forward to the Human Resources Directorate Inbox [fife-uhb.HRVMF@nhs.net](mailto:fife-uhb.HRVMF@nhs.net) along with all relevant documentation for processing.

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| **RECRUITMENT PANEL**  POST APPROVED / NOT APPROVED (delete as appropriate)  Signed: …………………………………… Date Approved: …………..  Full Name: …………………………………… Designation: ……………..…….. |