**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: |
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| 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 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: ……………..…….. |