

## RECRUITMENT AUTHORISATION FORM

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Line manager: ..... *(insert name of line manager)*

Department: ..... *(insert name of department)*

Justification for the post *(insert whether this is a replacement, new post or an upgraded post):*

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.....

Job description *(insert a description of the duties, responsibilities and level of seniority associated with the post):*

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.....

Person specification *(insert a description of the level of qualifications, knowledge, skills, experience and competencies required for effective performance of the job):*

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Financial implications *(insert a proposed salary range, anticipated commencement date and any equipment requirements):*

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Media for publication and estimated advertising/recruitment costs:

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Director's approval:

YES/NO

Director's comments:

.....

Signed by line manager: .....

Date: .....

Signed by Director: .....

Date: .....

Please attach proposed advertisement wording.