**Please use tab key to navigate through the form.**

**Is this a: NEW POST / REPLACEMENT FOR AN EXISTING POST (please delete as appropriate)**

**If REPLACEMENT please insert name of previous post holder …………………………………………………………………**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| School/Unit: | | | | | | Division: | | | | | | |
| Job title: | | | | | | Grade: | | | | | | |
| Start date: | | | | | | End Date (If fixed term): | | | | | | |
| #Location | Building: | | | | | Room: | | | | | | |
| **DBS Disclosure required:** YES / NO / Require guidance from Human Resources  **Reason/Activity role requires DBS:**  **NHS Research Passport required:** YES / NO | | | | | | | | | | | | |
| **If fixed term** please tick the relevant box and expand below (see the notes overleaf for options). | | | | | | | | | | | | |
| A\* | | B | C | | D | | | E | | |  | |
| \* Insert name of substantive post holder: | | | | | | | | | | | | |
| Grant reference (if known): | | | | | | | | | | | | |
| **Principal Investigator’s Signature:** Date: | | | | | | | | | | | | |
| I approve the recruitment:  **Head of Division** *(for academic / research posts only)*  *or;*  **Technical Supervisor** *(for technical posts only)*  *or;*  **BSMS Secretary** *(for clerical / administrative posts only)*  Signature: Date: | | | | | | | | | | | | |
| **BSMS SECRETARY / DEPUTY SECRETARY:**  I confirm that there is sufficient room for an appointment to this post in the workstation location stated above.    Signature: Date: | | | | | | | | | | | | |
| **RESEARCH SERVICES DIVISION:**  I confirm that funds have been granted to support the above post.  The funds are available for the following period: | | | | | | | | | | | | |
| Signature: Date: | | | | | | | | | | | | |
| **ADVERTISEMENT DETAILS:**  Please complete the advertising request section below and email the advertisement, the further particulars, person specification and job description, to Human Resources. | | | | | | | | | | | | |
| Place advert in the following publications: | | | | Date to appear in publication | | | | | Closing date for advertisement  (usually 2 weeks to 1 month after appearance) | | | |
| 1. | | | |  | | | | |  | | | |
| 2. | | | |  | | | | |  | | | |
| *n.b. If there is the possibility that a Certificate of Sponsorship for a non-EEA national could be required and the post is eligible, the advert must appear for a minimum period of 1 month in approved publications / websites in order to fulfil UKVI requirements. All posts will be advertised on* [*sussex.ac.uk/jobs*](http://www.sussex.ac.uk/jobs)[*bsms.ac.uk*](http://www.bsms.ac.uk)[*brighton.ac.uk/jobs*](http://www.brighton.ac.uk/jobs) *and on jobs.ac.uk* | | | | | | | | | | | | |
| **Code to which the cost of the advert should be charged:** | | | | | | |  | | |  | |  |
| Please contact the Human Resources Division via your HR Assistant for publication deadlines for advertising.  **Please ensure the following information is included in your advertisement if applicable:**  (a) Length of appointment if fixed term  (b) Full Time / Part Time hours (plus any working pattern) / Part Year (number of weeks per year)  **NB** all roles should be advertised as open to flexible working patterns including part-time subject to  business need so any constraints on this should be noted in the advertisement  (c) Grade and salary range  (d) A contact name and address within the School/Unit to whom applicants can direct informal enquiries  (e) If a DBS check is required please state this within the advert  (f) If confirmed at time advert is placed – a provisional interview date | | | | | | | | | | | | |

P.T.O

**NOTES ON THE USE OF FIXED TERM CONTRACTS**

To assist with the fixed term appointments section over leaf please see the section below, from the Policy on the Use and Management of Fixed-Term Appointments, if you would like to refer to the full document it can be found at: <http://www.sussex.ac.uk/humanresources/documents/ftc-manage-guide.pdf>

**Fixed term contracts should be used only when there is a genuine and objectively justified reason, for example:**

**A** to cover staff absence as appropriate (e.g. parental and adoptive leave, long-term sickness, sabbatical leave or secondment);

**B** the contract is to provide a secondment or career development opportunity;

**C** input from specialist practitioners;

**D** where the student or other business demand can be clearly demonstrated as particularly uncertain;

**E** where funding is limited to a specified period, and there is no reasonably foreseeable prospect of it being extended nor other external or internal funding becoming available.

**If you do not feel your justification fits into any of these categories please refer to your HR Adviser**