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| **MONITORING – ADDITIONAL INFORMATION**(For Advertising a Vacancy Requests) |
| **Monitoring ID:** |  |
| **School / Service:** |  |
| **Advertising Cost Centre:** |  |
| **Where would you like the advert to be placed i.e. jobs.ac.uk, totaljobs.com, or would you like media suggestions from us?** |  |
| **Will a DBS check be required?**  | [ ]  **Yes**[ ]  **No** | **If so, please let us know the type of workforce** (child, adult, or both) | [ ]  **Child**[ ]  **Adult**[ ]  **Both** |
| **Cost centre to re-charge the DBS check to:** |  |
| **Is hybrid working available for this role?** **(Applicable to professional support services roles only)** | [ ]  **Yes** | [ ]  **No** |
| **Recruiting manager:** |  |
| **Line manager:** |  |
| **Interview date:** (Please refer to our [Monitoring and Recruitment Date Schedule](https://hrsystem.hud.ac.uk/monitoring/schedule.php) for timescales) |  |
| **Panel** (our [Panel Requirements document](https://staff.hud.ac.uk/media/intranet/content/hr/forms/Panel-Requirements.docx) and [Chair Finder Report](https://hrreports.hud.ac.uk/ReportServer/Pages/ReportViewer.aspx?%2fExternal%2fRecruitment%2fApproved+Chairs&rs:Command=Render) may help you with this) |  |