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| **MONITORING – ADDITIONAL INFORMATION**(For Request to Appoint Requests) |
| **Monitoring ID:** |  |
| **School / Service:** |  |
| **Department:** |  |
| **Candidate/Employee’s email address:** |  |
| **Please check the box to confirm the candidate meets the qualification requirements for the role, as stated on the person specification:** | [ ]  **Yes****Please note: the candidate must meet the criteria for the role. Minimum requirements can be viewed on our** [**template person specifications**](https://staff.hud.ac.uk/hr/recruitment/permanent-appointments/)**.** |
| **Recruiting manager:** |  |
| **Line manager:** |  |
| **Scale point:***Leave blank if appointing at bottom of scale* |  |
| **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:** |  |
| **For those working less than 52 weeks:** *Please note that you must add the non-working weeks to iTrent when they commence in this role to ensure that their annual leave entitlement is accurately calculated. Please tick to confirm your understanding and acceptance of this requirement.* | [ ]  **I will ensure that the non-working weeks are added to iTrent when this individual commences in their new role.** **Your name:**  |
| **Please complete the additional boxes below, if they are a current staff member at the University** |
| **New Working Pattern***Please enter the hours and minutes for each day* | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
|  |  |  |  |  |  |  |
| **Reportees***Please list the names of any reportees they will manage in their new role* |  |
| **Is this role in addition to their current role or in place of?**  |  |