



1. Vacancy Type

Replacement for existing position

New position

If a **new position**, do you have a Job Description? Yes No*

If a replacement, who is leaving?

* If no, please refer to recruitment guidance to assist you with drafting your Job Description

If a non-teaching post, has the role been evaluated? Yes No*

* If the role hasn't been evaluated, please ask your Academy HR representative to send the JDPS to OCL.JobEval@oasisuk.org to be evaluated before completing & submitting this form

2. Position Details

Position Salary Range
Title
Academy

3. Contract Details

Type of contract

If fixed term, please provide reason/justification

Date position is vacant (if applicable)

Proposed start date

End date (if applicable)

Hours of work Fulltime Part-time
If Part-time Days worked Hours worked

FTE

4. Recruitment (please discuss with your HR/PD Team)

Proposed Live Date **How would you like to advertise the position?**

Proposed Closing Date* Internal only

* Positions must be advertised for a minimum of **2 weeks** externally and **1 week** internally External

If **external**, are there any job boards you'd like to use? (your HR/PD Lead will obtain quotes and can make recommendations if you don't have specific media in mind)

5. Authorisation

ALL ROLES

Principal

Name:

Signature (electronic accepted)

Date:

Regional Finance Manager (if applicable)

Name:

Signature (electronic accepted)

Date:

* Please use the button on the right or email ***Hiring.Requisitions@oasisuk.org*** to submit for Finance approval.

Financial Controller

Name:

Signature (electronic accepted)

Date:

**Please send the Hiring Requisition to the relevant Regional People Directorate Business Partner (PDBP) for approval*

PDBP

Name:

Signature (electronic accepted)

Date:

ROLES NOT IN BUDGET

Regional Director

Name:

Signature (electronic accepted)

Date:

Once authorised, forms should be returned to the Academy HR/Recruitment Lead so they can begin recruitment