

VACANCY CONTROL



sustainable thriving achieving
East Dunbartonshire Council
www.eastdunbarton.gov.uk

To be completed by Hiring Manager when paperwork has been submitted for an employee leaving or a position is vacant

Directorate
Service
Hiring manager full name
Hiring manager email address

Section B - Role details - to be completed by Hiring Manager

Post title
Grade Cost code
Contract type
End date for temporary contracts
Main work location
Advertising request
Reason for vacancy
Number of Vacancies

If looking to advertise multiple vacancies with various hours/locations etc, please attach spreadsheet with details

To open the attachment please click on the arrow on the left sidebar of your screen and then the paperclip symbol

Position type
Hours per week Weeks per year Responsible to
Post vacant from
Current or previous postholder

Please add any additional information which supports this request

For new positions only Depute Chief Executive EPB / Executive Officer Organisational Transformation Approval Date

Is budgetary provision available for this post?

Please specify source and duration of external funding?

[Talentlink job categories](#)

Job category Job sub-category

Disclosure or PVG required
confirm what role profile states

Political restriction
confirm what role profile states

Employee Services will use the current ratified role profile for the job advert - if you require sight of this before the post is advertised please contact Employee Services (HR.Recruitment@eastdunbarton.gov.uk)

Please give information of Recruiting Manager/Shortlisters who will require access to online applications.

Full name	<input type="text"/>	Full name	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Full name	<input type="text"/>		
Email	<input type="text"/>		
Telephone	<input type="text"/>		

Attach job summary / advert text/ shift pattern (if appropriate): Please give as much detail as possible to ensure quality of advert

Choose File

To open the attachment please click on the arrow on the left sidebar of your screen and then the paperclip symbol

Vacancies are usually advertised for a 2 week period, if a shorter or longer period is required please enter details

Vacancy Control form completed by: (Hiring Manager name)

Date

Section E - Business Partner validation - to be completed by Business Partner

Vacancy Control form verified by: (Business Partner name)

Date

Business Partner comments

Section F - Service Area Executive Officer approval - to be completed by Service Area Executive Officer

Approved by (Service Area Executive Officer)

Date Vacancy approved? (Yes/No)

Service Area Executive Officer comments

Please forward to SMT Support Team, copying in your Business Partner.

Vacancy approved? (Yes/No)

Please detail if approval differs from original request, eg to be advertised temporary instead of permanent; internal advert only instead of external/internal etc

Approved by: (Executive Officer - Organisational Transformation / CMT)

Date

VC reference