

VACANCY CONTROL

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

Directorate	<input type="text"/>
Service	<input type="text"/>
Hiring manager full name	<input type="text"/>
Hiring manager email address	<input type="text"/>

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

Post title	<input type="text"/>		
Grade	<input type="text"/>	Cost code	<input type="text"/>
Contract type	<input type="text"/>		
End date for temporary contracts	<input type="text"/>		
Main work location	<input type="text"/>		
Advertising request	<input type="text"/>		
Reason for vacancy	<input type="text"/>		
Number of Vacancies	<input type="text"/>		

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	<input type="text"/>				
Hours per week	<input type="text"/>	Weeks per year	<input type="text"/>	Responsible to	<input type="text"/>
Post vacant from	<input type="text"/>				
Current or previous postholder	<input type="text"/>				

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	<input type="text"/>	Job sub-category	<input type="text"/>
Disclosure or PVG required confirm what role profile states	<input type="text"/>	Political restriction confirm what role profile states	<input type="text"/>

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

Email

Telephone

Full name

Email

Telephone

Full name

Email

Telephone

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

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