Please fill in and return to your Talent Consultant/ HR Assistant **as soon as possible on completion of the interview process**. Please edit the word document and return by email. Please avoid printing where possible. If you have any questions, [please contact your Talent & Resourcing Consultant or the HR Services Team](https://staff.napier.ac.uk/services/hr/Pages/HR.aspx).

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| Personal and Contract Details of Successful Candidate - TO BE COMPLETED BY HIRING MANAGER: |
| **SAF Number:**  |  | **Title:** |  |
| **Forename:** |  | **Surname:** |  |
| **Role Title:** |  | **School/Department:** |  |
| **Start Date:** |  | **Location (campus) and room number:** |  |
| **Subject Group:** *(academics only)* |  |  |  |
| **Manager’s name:** |  | **Manager’s contact details (email and tel. number):** |  |
| **Internal / External candidate?:** |  | **Appointment form completed by:** |  |
| **Contract Information - TO BE COMPLETED BY HIRING MANAGER:** |
| **Contract Type:**(Fixed-term/ Perm)  | Choose an item. | **End date of contract:** (if applicable) | Click or tap to enter a date. |
| **Why is the contract fixed-term?** *(i.e. backfill, subject to external funding, project driven requirement -* ***exact project / funding name****)* |  | **Is this post full-time, part-time or guaranteed hours?** | Choose an item.  |
| **If part-time, how many hours per week? / If guaranteed hours, what are the total hours that will be worked over the duration of the appointment?** |  | **Only for academic contracts****Academic Pathway:** *(Please tick or highlight appropriate pathway)* | Choose an item. |
| **Does this role have line management responsibility?***If yes - please indicate the name/s of any reportees* | Choose an item. | **PVG check required:***Is this an essential requirement of the role?* | Choose an item. |
| If working pattern is not standard e.g. 35 hours per week, 7 hours per day, Mon - Fri, please provide work pattern information below (please note that this is not required for guaranteed hours contracts).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Pattern** | **Morning** | **Morning** | **Afternoon** | **Afternoon** |
| **Start (xx:xx)** | **Finish (xx:xx)** | **Start (xx:xx)** | **Finish (xx:xx)** |
| **Mon** |  |  |  |  |
| **Tues** |  |  |  |  |
| **Wed** |  |  |  |  |
| **Thurs** |  |  |  |  |
| **Fri** |  |  |  |  |
| **Sat** |  |  |  |  |
| **Sun** |  |  |  |  |

If working pattern is not the same each week please attach details separately when sending this form back to HR. |

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| Pay Information - TO BE COMPLETED BY HIRING MANAGER: |
| **Pay Grade:** | Choose an item. | **Salary Point \*\* :** | Choose an item.Other: (please specify)  |
| **Flexibility allowance/shift allowance:** | Choose an item. |  |
| \*\*It is normal University practice to appoint new employees at the bottom of the salary scale. If you believe that there is a clear justification to appoint above the bottom of the salary scale, **you must provide a written justification** referring to the criteria in the University’s [Salary Placement Policy](http://staff.napier.ac.uk/services/hr/Documents/Policies/Salary%20Placement%20Policy%20Final%202015.docx). This must then be signed off by the Head of HR Ops before proceeding to offer. **Please type this below.** |
| **Cost Centre 1 (must match what is on the SAF)**  |  | **% split:** |  | **Cost Centre 2** |  | **% split:** |  |
| **Role Information - ATAS check - TO BE COMPLETED BY HIRING MANAGER:** |
| **Is the individual on a Tier 2 General/Skilled Worker/Tier 4 or Student visa, or will they require Skilled Worker visa sponsorship to take up this role?** [ ]  Yes [ ]  No **Will the individual be completing research work at postgraduate level?** [ ]  Yes [ ]  No If ‘yes’, please note that clearance under the Academic Technology Approval Scheme (ATAS) applies to researchers on sponsored visas including Tier 2 General/Skilled Worker and Tier 4/Student (apart from exempt nationalities) who are intending to undertake research in certain sensitive subjects. More information here: <https://www.gov.uk/guidance/academic-technology-approval-scheme> . In scope researchers needto obtain an ATAS certificate before beginning new research work in the UK. **Is the individual an ATAS exempt national? If so, select nationality from list below:*** EU/EEA National [ ]
* Australia [ ]
* Canada [ ]
* Japan [ ]
* New Zealand [ ]
* South Korea [ ]
* Singapore [ ]
* Switzerland [ ]
* USA [ ]

EU – Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.EEA - Iceland, Liechtenstein and Norway**Where no nationality exemption applies, you will be required to complete an ATAS assessment to determine if** **ATAS clearance is needed. Please email** **humanresources@napier.ac.uk** **to arrange this.** |
| **Additional Information - TO BE COMPLETED BY HIRING MANAGER:** |
| If the successful candidate **requires a phone or any other equipment**, please review the [IS intranet pages](https://staff.napier.ac.uk/services/cit/Pages/IT-Procurement.aspx) and contact Information Services. |
| **Does the new start requite Health Surveillance** *(Please select by tick or highlighting)* | * Skin
* Respiratory
* Audiometry
* HAVS
* Night Worker
* Driver

Other: (please specify) |
| **Does the role involve driving?** |  Choose an item. |  |
| Thank you for filling in the appointment form. For information on onboarding your new start [please see the induction information here.](https://staff.napier.ac.uk/services/hr/workingattheUniversity/LandD/Induction/Pages/default.aspx) |

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| Additional Information - TO BE COMPLETED BY RECRUITMENT CONSULTANT: |
| **Recruitment Consultant:** |  | **SAF number:** |  |
| **Requisition number:** |  | **Salary justification required and attached:** | Choose an item. |
| **Part of the Early Career Academic Development Programme** *(academics only)* | Choose an item. | **If part of the ECA Development Programme provide the Academic Pathway Advisor** *(academics only)* |  |
| **Have relocation expenses been agreed?** | Choose an item. | **If yes, please state agreed relocation budget:** |  |
| **PVG check arranged (if applicable):** | Choose an item. | **Driving license check added to PES (if applicable):**  | Choose an item. |
| **Does this person require sponsorship/visa support?** | Choose an item. | **If Yes, what visa type has been discussed / agreed?** |  |
| **ATAS –** 1. **Does this role involve research at postgraduate level?**
2. **If Y for Q1, check nationality and visa category (if applicable) and confirm if exemption applies.**

***NB – ATAS in scope visa categories = Skilled Worker and T4/Student***1. **If no exemption, check CAH code with Hiring Manager**
 | Choose an item. |  |  |
| **Does this person require ATAS clearance?** | Choose an item. |  |  |