Recruitment Essentials Template

Please note; this template is part of the HR Toolkit suite and designed to assist you in drawing up a vacancy as part of the recruitment process. Please seek support before publishing an advert to ensure the terms and conditions are in line with legal requirements. If you have any questions, please contact the Diocesan HR Team for advice and support ([hr@sheffield.anglican.org](mailto:hr@sheffield.anglican.org))

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Role title |  | | | | | | | |
| New or replacement vacancy? |  | | | | | | | |
| Line Manager |  | | | | | | | |
| Purpose of role | | | | | | | | |
| Contract type ✓ | Permanent | | | Temporary | | | Fixed-term | |
| Where to advertise  internal and external |  | | | | | | | |
| Proposed start date |  | | **Hours of work**  including breaks | | | | |  | |
| Have they worked for you before? YES/NO (if yes what were the start and end dates) | Start date | | | | End date | | | | |
| Place of work |  | | | | | | | |
| Working pattern |  | | | | | | | |
| Annual leave  (min 28 days + 8 bank holidays) |  | | | | | | | |
| Probation ✓ | 3 months | 6 months | **Salary/wage £** | | |  | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DBS check required ✓  follow Safer Recruitment guidance | | Yes | | | No | | If yes, Basic or Enhanced? | | | |  | | | | |
| Notice period | |  | | | | | | | | | | | | |
| Training required | |  | | | | | | | | | | | | |
| Benefits | |  | | | | | | | | | | | | |
| Pension  if applicable depending on salary threshold | |  | | | | | | | | | | | | |
| Job Description & Person Specification  attach with this form | | Yes | | No | | New | | **Employee Handbook or policies in place** | | | | Yes | | No |
| Closing date dd/mm/yy |  | | **Shortlisting date**  dd/mm/yy | | | | | |  | **Interview date**  dd/mm/yy | | |  | | | |
| Proposed interview panel | |  | | | | | | | | | | | | | |
| Notes | | | | | | | | | | | | | | |