|  |  |
| --- | --- |
| **Post Title** |  |
| Is post a replacement (if yes, for whom?) |  |
| Grade requested |  |
| Future Line manager |  |
| Research Group/ location |  |
| Start date (please consider advertisement and selection period) |  |
| Tenure of post |  |
| Where will this post be funded from? (please give budget codes e.g. HNR00xxx) |  |
| Project Name/ Funder |  |

**Advertising & Interview**

|  |  |
| --- | --- |
| Publication preferences |  |
| Application period (i.e. the amount of time the ad should be live for) |  |
| Interview duration |  |
| Interview Test or Presentation by Candidate? |  |
| Does the admin team need to organise an interview room? |  |
| Shortlisting Panel |  |
| Interview Panel (if different) |  |

**Is the following required?**

|  |  |
| --- | --- |
| Line Management Training |  |
| Research Passport |  |
| Honorary NHS contract |  |
| Basic DBS check (if working with sensitive data) |  |
| Enhanced DBS check (if contact with patients):* Children’s Barred List:
 |  |
| * Adults’ Barred List:
 |  |
| Horus Check (for lab access) |  |
| COSH form needed? (Hep B vaccine) |  |
| Access to R12 shopper |  |

**Safety Considerations applicable for the Job**

|  |  |
| --- | --- |
| Working with Infectious Pathogens (Hazard Groups 2 or 3) |  |
| Working with blood, human products and human tissues |  |
| Work in clinical areas with direct contact with patients  |  |
| Work with Allergens (e.g. laboratory animals, pollen dust, insects etc.) |  |
| Work with any substance which has any of the following pictograms on their MSDS:http://www.hse.gov.uk/chemical-classification/images/pictogram-gallery/irritant.gif CorrosiveHealth hazardToxic |  |
| Regular travel outside of the UK on University Business |  |

**Please submit to Grants Team – grants@paediatrics.ox.ac.uk**

|  |  |
| --- | --- |
| **FOR FINANCE USE ONLY** |  |
| Budget availability? |  |
| If No, Reasons  |  |
| Signature Finance/ Grants Manager |  |

**Please return to HR Team – recruitment@paediatrics.ox.ac.uk**