**Appointment Sheet**

|  |  |
| --- | --- |
| **Job Title** | Click or tap here to enter text. |
| **Department/Service** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

**Interviewed Candidates:**

|  |
| --- |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

**Appointed Candidate Name:**

|  |
| --- |
| Click or tap here to enter text. |
| **Has the candidate accepted a verbal offer?** | Yes: [ ]   |

**Panel Members:**

|  |  |
| --- | --- |
| **Name** | **Role** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

The proceedings of the Selection Committee were held in accordance with University Procedures and the Committee agreed to the appointment of the candidate(s) named above.

|  |  |
| --- | --- |
| **X**Click or tap here to enter text. | **X** Click or tap to enter a date. |
| Signed | Date |

|  |  |
| --- | --- |
| **Contract Type** | Choose an item. |
| **Start Date** | Click or tap to enter a date. | **End Date** *(If applicable)* | Click or tap to enter a date. |
| **Location** | Choose an item. |
| **Annual Salary (FTE)** | Choose an item. | **Spot salary:** | Click or tap here to enter text. |
| **FTE & Hours per week** | Choose an item. | Other: Click or tap here to enter text. |
| **Line Manager** | Click or tap here to enter text. |
| **Names of staff they will manage** (*if applicable)* |  |
| **Term Time Only?** |[ ]  **If yes, please provide details of weeks per year** |  |
| **Working Pattern in hours** *(REQUIRED)* | **MON** | **TUES** | **WED** | **THURS** | **FRI**  | **SAT** | **SUN** |
|  |  |  |  |  |  |  |  |
| **DBS Required?** | Yes [ ]  No [ ] If yes, state if child DBS or adult DBS is required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Cost Code** *(7 digits)* |  |
| **Additional training required for this specific role?** E.g. COSH? Manual Handling? |  |

**\*\*** **Following the interview, return all paperwork to** **HRjobs@stmarys.ac.uk** **and make the online offer on the iTrent Recruitment System. \*\***

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| --- | --- | --- |
| **HR Administrator** | **Payroll No.** | **Date** |
|  |  | Click or tap to enter a date. |