

**Authority to Recruit Form**

* This form should be used when seeking authorisation to progress a recruitment campaign.
* This form is used to authorise all vacancies, except for interims, consultants, agency and other Externally Provided Workers (EPWs), which require a separate business case.

**Section 1. Accurate Job, Pay and Grading information**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * **Prior to seeking authorisation**, all manager’s must ensure the post specification for the vacancy is accurate and graded correctly.

Post specifications for green book roles **approved** for use in recruitment campaigns can be found on the following sharepoint site: [Job Families - Home (sharepoint.com)](https://cumbria.sharepoint.com/sites/JobFamilies)Post specifications for grey book roles approved for use in recruitment campaigns can be found on the following sharepoint site: [Fire Hub - Job Descriptions - All Documents](https://cumbria.sharepoint.com/sites/CFRS/CFRS%20Fire%20Share/Forms/AllItems.aspx?id=%2Fsites%2FCFRS%2FCFRS%20Fire%20Share%2FJob%20Descriptions&viewid=50e67a9b%2D224c%2D453d%2Dba99%2D1327913aefda)* If **managers** need to create or review a post specification, they should access the above sites for further guidance and seek advice from the HR Team.

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| **Job / Post Details** |
| Job / Post Title: |  |
| Post Group Number/ Reference: (green book roles only) |  |
| Can you confirm the post specification is published on the Sharepoint site? If not, this authorisation form will not be progressed. | Choose an item. |
| Final Grade: |  | Salary: |  |

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**Section 2. Vacancy Information**

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| Recruiting / Line Manager Name: |  |
| Recruiting / Line Manager Position Title: |  |
| Is this role to be filled on a Permanent Basis? | Choose an item. |
| **If temporary, please complete the detail below** |
| Fixed Term End date (if applicable /known) |  | Contract duration (e.g. 12 months)  |  |
| Reason for Fixed Term Contract: | Choose an item. | Vacancy Request Reason | Choose an item. |
| **Replacement for leaver – details (if applicable)** |
| Name of existing post holder / Leaver (where applicable) |  | Leaver or current post holder leaving date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of vacancies to be filled: |  | Contracted hours per Week: |  |
| Weeks worked per annum: (if not full year) |  |  | Choose an item. |
| Work Base, including address: *(where post is to be based)* |  |
| Is Agile Working / Working from Home available? | Choose an item. | Proposed Closing Date: |  | Proposed Interview date: |  |

**Section 3. Business Case & Alternative Resourcing Options**

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| Approval will only be granted for posts that are deemed as essential, please provide; 1. Supporting arguments and the consequences if approval is not given
2. Details of alternative resourcing models that have been considered, for example, redistribution of tasks, digital efficiencies, reduction of hours, career paths, apprenticeships or development within the team and why these are /are not suitable.
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| Proposed method of recruitment: | External (including Internal) |  |  |

**Section 4. Funding**

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| --- | --- | --- | --- |
| Cost Centre: |  | Budget Holder Name: |  |
| Is funding available to cover the duration of this post?(please provide detail of funding arrangements and if needed, any input provided by finance) |  |

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| **Grant or External Funding:** |
| Organisation providing funding: |  |
| Total funding to be provided:  |  | End Date of Funding:  |  |

**Section 5. Authorisation – Principal Officer**

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| Authorisation is required from a Principal Officer within Cumbria Fire and Rescue Service. |
| Decision | Choose an item. | Recruitment Method: | Choose an item. |
| Authorisation comments  |  |
| Principal Officer Signature: |  | Date of Authorisation |  |
| Principal Officer Name: |  |  |

**NEXT STEPS**

* This completed and authorised form, along with a draft advert should be sent to the HR, Payroll and Recruitment Team via the service centre portal (available on intouch)