**REQUEST TO RECRUIT**

**FORM**

**RECRUIT AN APPRENTICE**

The Request to Recruit form (Apprentice) has to be completed by the Recruiting Manager in the first instance once there is a requirement to appoint a new Apprentice. A post will not be advertised or confirmed until the RTR form is completed and approved by the relevant individuals.

**Finance Approval** - **Please ensure your Executive Business Manager completes this section as confirmation the new Apprentice is in the budget.**

**HR Approval** - **Please ensure the Executive Business Manager completes this section and arranges for the Director of HR to confirm that the Apprenticeship Levy funds can be utilised for the training element of the programme. Please note that agreement to utilise the Apprenticeship Levy for a previous post does not guarantee approval for a new Apprentice so you must complete this form each time you are seeking to appoint a new Apprentice.**

Please complete all relevant sections and send a fully signed copy of the form to recruitment@reachsouth.org

Partially completed or unsigned forms will be returned.

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| **SECTION 1** |
| Hiring Manager (please insert the name of the Person requesting the vacancy be filled |  |
| Contact Details (email and phone number) |  |
| Start Date: |  |
| Job Title: |  |
| Apprenticeship Programme (i.e. Teaching Assistant) |  |
| Level of Programme (i.e. Level 3): |  |
| Provider: |  |
| Contract Details of Provider: |  |
| No of Posts: |  |
| Location/School: |  |
| Type of Contract : | Apprenticeship (Fixed Term) |
| Salary: | RSAT Apprenticeship rate |
| Full time / Part Time / Term Time: |  |
| No of Hours per week (or FTE): |  |
| Working Pattern (Days and Times): |  |
| No of Weeks per annum (if term time): |  |
| End Date: |  |
| Business Rationale for appointing an Apprentice: |  |

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| **SECTION 2 – HEADTEACHER APPROVAL FOR RECRUITMENT TO AN APPRENTICESHIP ROLE****Please complete this section for all Apprenticeships requests within the school** |
| **I approve the request to recruit to this post:** | **Yes** |[ ]  **No** |[ ]
| **Comments: Please include any instructions for the recruiting manager:** |
|  |
| **Full Name:** |  | **Signature:** |  |
| **Date:** |  |  |  |

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| **SECTION 3 – EXECUTIVE BUSINESS MANAGER/FINANCE APPROVAL****Please complete this section to confirm the Apprentice post is in the budget** |
| **I confirm the Apprentice post is in the budget** | **Yes** |[ ]  **No** |[ ]
| **Comments: Please include any instructions for the recruiting manager:** |
|  |
| **Full Name:** |  | **Signature:** |  |
| **Date:** |  |  |  |

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| **SECTION 4 – DIRECTOR OF HR APPROVAL****Please complete this section to confirm approval for use of the Apprenticeship Levy** |
| **I approve the request to recruit to this role:** | **Yes** |[ ]  **No** |[ ]
| **Comments: Please include any instructions for the recruiting manager:** |
|  |
| **Full Name:** |  | **Signature:** |  |
| **Date:** |  |  |  |

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| **RECRUITMENT PLANNING** |

Once Sections 1 - 4 are completed and the form is signed please complete section 5, 6 and 7 and return the full form to recruitment@reachsouth.org

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| **SECTION 5 – PLANNED RECRUITMENT DATES** |
| Date of Advert (please give 2 working days notice): |  |
| Contact Name, Email and Tel No for Visits/Contact: |  |
| Advertising Closing Date: |  |
| Shortlisting Deadline Date: |  |
| Interview Date(s): |  |
| Time Slots for Interview: |  |
| Contact Name: |  |
| Contact Email: |  |
| Contact No: |  |

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| **SECTION 6 – INTERVIEW PANEL MEMBERS** |
| **Chairperson** |
| Name: |  |
| Email Address: |  |
| Telephone No: |  |
| **Panel Member 1:** |
| Name: |  |
| Email Address: |  |
| Telephone No: |  |
| **Panel Member 2:** |
| Name: |  |
| Email Address: |  |
| Telephone No: |  |

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| **SECTION 7 – ADVERTISING STRATEGY** |
| Reach South Website |  |
| School Website (School will arrange this) |  |
| DfE free advertising website (educational roles only) |  |
| Other Advertising Media (there is no central budget for advertising costs. The school will be required to raise a requisition for external adverts where there is a cost attached and include a **purchase order number** with this form. | Details of other advertising media required (i.e. Devon Jobs):Purchase Order No: |

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| **NEXT STEPS** |
| When the above has been completed please send to recruitment@reachsouth.org along with the information noted below: |
| **Attached Documents:** |
| Request to Recruit Form (scanned wet signature or email from approver) |[ ]
| Recruitment Plan |[ ]
| Electronic Job Description (PDF or Word) |[ ]
| Person Specification (PDF or Word) |[ ]
| Draft Advertisement |[ ]