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| **FOR HR USE ONLY** | Req. Ref. No |       | Position Ref. No. |       |
| **Knowledge Transfer Partnership (KTP) Recruitment Form (November 2023)** |
| **School/Service** |       | **Department**  |       |
| **Post Title** |       (KTP Associate) |
| **Company Name** |  |
| **Company Address** |  |
| **Fixed Term Duration:** | Fixed term appointment for       **or** Fixed term appointment until       |
| **Salary** | £      per annum | **Start Time:** |       am/pm |
| **Hours & Weeks**  | Full Time [ ]  | Part Time [ ]  | **Hours per week** |       | **Weeks per year** |       |
| **Annual Leave entitlement** |       days per year | **Does this include statutory holidays?***If no please enter the number of statutory days in addition to the annual leave entitlement:* | Yes [ ]  No [ ]  |
|       |
| **Recruitment Details** |
| **Recruitment Panel:** |
| ***Panel Training Requirements:*** * All University panel members must have successfully completed the online Recruitment & Selection training and Unconscious Bias training within the last 2 years, to participate in the recruitment process.
* Panel Composition:

Please refer to the guidelines for [minimum panel requirements](https://staff.hud.ac.uk/media/intranet/content/hr/forms/Panel-Requirements.docx) | **Chair:**  | **Other Panel Members:**  |  |
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*Please provide email addresses for any external panel members.* |
| **Interview Date:** |        | **Confirmation of Panel and Date:*** Your interview date and panel must be confirmed **prior** to submitting this request.
 |
| **Advert Duration:**  |
|  Weeks | *Two weeks is the minimum duration for advertising vacancies.*  |
| **Advertising Media:** All adverts will appear on the University’s jobs page. In addition to this, your vacancy must be advertised through at least one other external website or printed media, unless there is a justifiable reason for not doing so.  |
| Please provide the external websites/printed media in which you wish to advertise. [*www.jobs.ac.uk*](http://www.jobs.ac.uk) *is the standard advertising location for all vacancies.*The URL is required for all websites:      | **Other ways to advertise:*** We use an advertising agency to place all of our adverts. In addition to this, you are welcome to advertise your vacancy in other places, such as on free job mailing lists, however, please ensure that you have received the final copy of the advert from HR before doing so.

**What are the costs?** * We can request costs for specific media ahead of advertising your vacancy. *If you would like a quote, please request this prior to submitting your final paperwork. We would need to know which media you would like a quote for and draft advert text to obtain costs.*
 |
| **Cost Centre for Advertising Recharge:***If a cost centre is in the process of being created, please provide an interim cost centre* |       |
| **Who is the nominated contact for applicant queries?**  |
| Name:       Telephone and Email:       |

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| **Additional Employment Checks** |
| **Is a Disclosure and Barring Service (DBS) Check required?**  | Yes [ ]  No [ ]  If so, why? |
| a) Working with Children [ ]  | b) Vulnerable Adults [ ]  |
| **Cost Centre for DBS Recharge:***If a cost centre is in the process of being created, please provide an interim cost centre* |       |
| **Is health surveillance required?** | Yes [ ]  No [ ]  |
| **Your appointment may need a Certificate of Sponsorship (CoS) to obtain a Skilled Worker visa. Please provide a cost centre for this recharge** ***(HR will determine if a CoS is required during the appointment process):*** *If a cost centre is in the process of being created, please provide an interim cost centre* |       |

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| **Line Management** |
| **Who will the post holder report to?**  | Name:      Job Title:       |
| **Resources** |
| **Salary Cost Centre and Nominal Code:***If a cost centre is in the process of being created, please provide an interim cost centre* | Cost Centre:       Nominal Code:       |
| **Has this request been included in the School/ Service annual budget?**  | Yes [ ]  No [ ]  | If not, how will this request be funded?      |
| **Are all necessary resources (inc. space) available?** | Yes [ ]  No [ ]  |
| **Please provide the name of the person who will act as the recruiting manager throughout the appointment process.** *The recruiting manager will be responsible for offering the preferred candidate the role and will liaise with HR throughout the appointment process all the way through to the contract stage.* |
|  |
| Name       | Extension No.       |  |
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| **Supporting Documentation** |
| Please provide the following documentation: |
| * Advertisement Text
* Job Description
* Person Specification

Please email your completed documentation, in Word format only to your HR Officer (Recruitment & Selection). A hard copy is not required. |