Recruitment Protocol

Application form for **Worker requests**

***How to use this form:***

This form is only for casual, casual teacher, TSS temp, agency temp or consultant requests.

All sections below should be completed for all request types.

A job description (or equivalent) and org chart should be included with the request.

Please send the completed form and supporting materials to [ssdrecruitmentprotocol@socsci.ox.ac.uk](mailto:ssdrecruitmentprotocol@socsci.ox.ac.uk?subject=Protocol%20request).

**REQUEST DETAILS**

|  |  |
| --- | --- |
| **Request type** | SELECT FROM LIST. |

|  |  |
| --- | --- |
| **Department** |  |
| **Cost centre** |  |
| **Job title** |  |
| **Worker’s name (if known)** |  |
| **Length and dates of engagement** |  |

**COSTS & FUNDING**

|  |  |
| --- | --- |
| **Grade/hourly day rate** |  |
| **Total project costs** |  |
| **How will this engagement be funded?** |  |

**BUSINESS CASE**

|  |
| --- |
| **Please provide a brief summary outlining why it is essential to engage this worker.** |
|  |

**APPROVAL**

|  |  |  |
| --- | --- | --- |
| **Department** | **Signed (name and role in department** | **Date** |
|  |  |  |