**Vacancy Request Form**

\*\*THIS FORM IS TO BE COMPLETED IN FULL WHEN A VACANCY NEEDS ADVERTISING\*\*

|  |
| --- |
| JOB ADVERT DETAILS |
| Name of Hiring Manager: | Brian Whiston |
| Vacancy Position: | Maintenance Assistant |
| Number of Vacancies: | 1 |
| Hospital: | Cygnet Bury |
| Ward (if applicable): | N/A |
| Salary: | £19,145.81 plus on call allowance £1,200 PA |
| Contracted hours per week: | 40 |
| Notice period: | 4 weeks |
| Contract Type: | Permanent |
| Reason for Vacancy: | Leaver – James Maher |
| Frequency of Shortlisting: | On closure of advert |
| Shortlisting to be sent to: | Brian Whiston |
| Closing date : | 21/08/2020 |
| Interview Dates if known: | TBC |
|  |  |

|  |
| --- |
| CONTACT DETAILS FOR ADVERT |
| Name: | Brian Whiston |
| Job Title: | Estates Manager |
| Telephone Number: |  |
| Email Address: | brianwhiston@cygnethealth.co.uk |

|  |
| --- |
| APPROVED BY HIRING MANAGER |
| Name: | Grant Stevens  |
| Job Title: | General Manager |
| Signature: |  |
| Date: |  |