# Vacancy Approval

**Cumbria Fire and Rescue Service**

**Oct 2024**

# Form

Please complete the below form as fully as possible. If you need any support or guidance when completing it, please contact the Resourcing team via [Recruitment@cumbriafire.gov.uk](mailto:Recruitment@cumbriafire.gov.uk)

If you have any queries or would like this form in another format (larger print, Braille, different colour way) please contact [Recruitment@cumbriafire.gov.uk](mailto:Recruitment@cumbriafire.gov.uk)

|  |  |
| --- | --- |
| **Job Title:** |  |
| **For Corporate roles only, Post Group number:** |  |
| **Grade / Salary:** |  |
| **Is the Job Description/Post Specification attached to this document?** |  |

To find a post specification or job description, please email the Resourcing team at [Recuritment@cumbriafire.gov.uk](mailto:Recuritment@cumbriafire.gov.uk)

|  |  |  |
| --- | --- | --- |
| **Recruiting Manager name:** |  | |
| **Recruiting Manager title:** |  | |
| **Internal recruitment** | | **External Recruitment** |
| **Please detail reasoning for external or internal recruitment:** |  | |
| **If considering an Expression of Interest, please detail here why this is the most suitable option for this process.**  Please note, EOIs will only be approved in exceptional circumstances. |  | |
| **Newly created post** | | **Replacement for Leaver** |
| **Name of Leaver:** |  | |
| **Number of Vacancies:** |  | |
| **Contracted hours per week:** |  | |
| **Part time opportunities considerations:** |  | |
| **Work base/team location:** |  | |
| **Working from home considerations:** |  | |
| **Permanent** | | **Fixed Term** |
| **If fixed term, please state the reason:** |  | |
| **Fixed-Term contract duration:** |  | |
| **Please detail resourcing options that have been considered other than filling this vacancy:**  (for example, redistribution of tasks, digital efficiencies, career grades, apprenticeships etc.) |  | |
| **Please detail any service risks or consequences to not filling this vacancy:** |  | |
| **Cost Centre:** |  | |
| **Budget Holder Name:** |  | |
| **If a Grant or External Funding, please detail organisation providing funding:** |  | |
| **Total Funding to be provided:** |  | |
| **End date of funding:** |  | |

**Important:** the form should now be sent to the Finance department to review section 3 and approve. Please send via email to: [Finance@cumbriafire.gov.uk](mailto:Finance@cumbriafire.gov.uk)

**Finance Approval**

For Finance Dept. to complete:

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved?** | Yes | No | Further information required |
| **Please provide comments for the decision above:** |  | | |
| **Signed:** |  | | |
| **Date:** |  | | |
| **Name / Job Title** |  | | |

Please now return this form to the Recruiting Manager.

**SLT Approval**

This form should only be sent to the Senior Leadership Team if the Finance dept. has approved section 3.

The Post Specification should be attached and in the correct branding/edited if required. If you need support with editing your Post Specification, please contact the HR team via email, at: [HR@cumbriafire.gov.uk](mailto:HR@cumbriafire.gov.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved?** | Yes | No | Further information required |
| **Recruitment method:** | External | Internal | Other |
| **Please provide comments for the decision above:** |  | | |
| **Signed:** |  | | |
| **Date:** |  | | |
| **Name / Job Title:** |  | | |

Please now return this form to the Recruiting Manager.

All Vacancy Approval Forms **must** be sent to the Resourcing team by end of day Wednesday, to go live on Friday mornings.

Any vacancies sent after Wednesday will be scheduled to go live the following week.

Please send this full form and the finalised Post Specification/Job Description to: [Recruitment@cumbriafire.gov.uk](mailto:Recruitment@cumbriafire.gov.uk)