# Authorisation to Recruit Form: Chester and Stoke-on-Trent

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** | | |  | | |
| **Salary:** | | |  | | |
| **Contract Type**(Permanent/Fixed Term) | | | (If fixed term, state the duration): | | |
| **Working Pattern**  **(**Full Time/Part Time) | | | If part time state the weekly hours. If hours or days are variable specify how they would vary. | | |
| **Church/Circuit/District:** | | |  | | |
| **Employing body:** | | |  | | |
| **correspondent’s name and email address:** | | |  | | |
| **Telephone Number** | | |  | | |
|  | | | | | |
| **I am enclosing one copy of each of the following documents:** | | | | | |
|  | The Background Information to the post | | | | |
|  | The brief details of the person who will manage the employee together with an outline of the management responsibilities | | | | |
|  | The Job Description including basic terms of employment | | | | |
|  | The Person Specification | | | | |
|  | The Income and Expenditure Estimates for the funding of the appointment | | | | |
|  | The Advertisement | | | | |
|  | Proposed timetable for processing the appointment and the names of the panel members. | | | | |
|  | The Terms and Conditions (Contract of employment) in DRAFT form: final version required after the recruitment has been concluded. | | | | |
| **Signed:** | |  | |  |  |
| **Office:** | |  | | | |

On behalf of the District Lay Employment Sub-Committee, I confirm that the documents, as submitted, conform to the required District and Connexional standards. The procedure may go ahead on the basis of these documents, and any comments that may be made in an accompanying note.

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| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
| **Office:** |  | | |