

STAFF/POST AUTHORISATION FORM SECTION A

To be completed by Manager requesting recruitment for new/vacant post . All forms must be approved & signed by a member of Leadership Team before being sent to HR



School / Department/Function/Centre Name:

DKIT ext. No:

Post Profile

New Post Replacement Renewal Extension

Cost Centre

Cost Centre and Description:

(Details from the Finance Office)

Effective Date:

Job Title:

Category:

Academic Admin Technical Support Research

Senior Manager HOS HOD

Grade:

Assistant Lecturer Lecturer Grade 3 4 6 7

Research Assistant Post Grad Researcher

Free Text for other description:

Post Type: Permanent Temporary Whole time Pro-rata Temporary Part-time Part-time Hourly Paid Fixed Term

Number of Hours contracted per week SEM 1

Number of Hours contracted per week SEM 2

Free Text for other description:

Appointment Details

Previous Post Holder:

(If Applicable)

Appointee:

(If Applicable)

Reason for Replacement/Renewal:

(If Applicable)

Proposed Start Date:

Proposed End Date:

(If Applicable)

Salary Scale:

(e.g. Assistant Lecturer/Lecturer/HOD etc)

Salary (if Non-Scale): €

Increment Date

Pension (PRSA) Details

Requested by: Head of Department/Function

Authorised By:

Date:

**Please note ** you must have the Head of Research signature for any Research or Development Posts.

(Head of School)

(Head of Research)

Date:

Date:

(VP Academic Affairs/VP Finance/VP Strategy/Head of School)

FOR HR TO COMPLETE
POST PROFILE NUMBER

NEW EMPLOYEE NUMBER

Section B Funding For Post

Please indicate the funding source of for this post (i.e. funding body/ funding programme) or if core funded is this in addition to current budget.	
Where funding is from a recurrent grant, please indicate if costs will be additional to current budget	
Please indicate the Project Title & Department the project is attached to	
Please indicate the total funding available for this post and the duration of such funding	
Does this funding cover employers PRSI and pension contribution for this post	
Does the project funding cover the project's direct costs	
Please indicate the Agresso cost centre (sub account) associated with the funding.	

Section C Supplementary Information

Justification for Recruitment – This should include as much information as possible e.g. if it is a new post: the new programme details, duration of the programme, registered student numbers, new skill sets required, etc. If it is a replacement, detail on the staff member being replaced, e.g. long term sick leave/retirement etc. If the post is less than full time please indicate how many hours per week required and/or per semester.