

## REQUEST TO ADVERTISE

Guidance for recruitment, selection and appointment, including salary scales, can be found at on the HR Division website: [www.admin.cam.ac.uk/offices/hr/](http://www.admin.cam.ac.uk/offices/hr/)

Submit this form to [personnel-admin@cl.cam.ac.uk](mailto:personnel-admin@cl.cam.ac.uk) to request permission to advertise this position.

Name of Grant Holder/ PI

Research Group

*As listed on the Department's website (abbreviations must not be used)*

Position Title	Check one
Research Assistant (Grade 5)	<input type="checkbox"/>
Research Associate (Grade 7)	<input type="checkbox"/>
Senior Research Associate (Grade 9)	<input type="checkbox"/>
Other: please specify position title and salary scale if known:	<input type="checkbox"/>
<input type="text"/>	

### Job Title

as it will appear in the advert, 99 characters max, including spaces [e.g. Research Associate in Processor Architectures]

Hours of work  Full Time or  Part Time  % f/t

Planned advert placement date

Closing date

*To recruit a non-resident worker, the closing date must be at least two weeks later*

Interviews  Provide dates or approx range or  Interviews will be held with selected candidates as soon as possible after the closing date.

Start date

End date / limit of tenure (if applicable)  months

### Objective Justification for Fixed-Term Appointments

If the appointment fixed-term please specify the reason for the fixed-term nature of the contract.

A detailed justification of why the post is fixed-term should have been given in the advert.

	Check One
1 If the purpose of the appointment is to provide temporary cover, e.g. for an employee who is on maternity leave, unpaid leave, or where there is a vacancy.	<input type="checkbox"/>
2 Where the availability of funding supporting the cost of the office/post is limited e.g. if the purpose of the appointment is to carry out work on a research grant or contract which is externally funded and the funds determine the expiry date of the contract. (The four year limit on renewals will not prevent legitimate extension of fixed term appointments beyond four years, but it is highly probable that renewals for fixed terms will become harder to justify the longer the funding continues).	<input type="checkbox"/>
3 If the purpose of the appointment is to undertake a specific project within a specified timeframe, e.g. preparation of software for a specific purpose, or of a handbook etc.	<input type="checkbox"/>
4 If the purpose of the appointment is to provide training, e.g. Clinical Lecturer, Resident in Clinical Veterinary Medicine, etc.	<input type="checkbox"/>
5 If the purpose of the appointment is to undertake duties where it is uncertain how existing offices and posts will be affected by a reorganisation.	<input type="checkbox"/>
6 Because of the nature and character of the office or post, e.g. Vice- Chancellor, Pro-Vice-Chancellors, Proctor; offices and posts where there are good reasons for rotating appointments from time to time.	<input type="checkbox"/>

Is this a new job (i.e. not a previous position being re-advertised)?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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**Advertisement**

Advertise on University Vacancies website (compulsory)

Advertise on [www.Jobs.ac.uk](http://www.Jobs.ac.uk) (essential for non-resident worker applications, unless studentship)

Advertise at Jobcentre Plus (essential for non-resident worker applications, unless studentship)

Yes

**Edit the main body template**

The advert should reflect the selection criteria you will use. For project-based roles, focus on the deliverables; for skills-based roles, focus on the applications.

A position exists, [or, if more appropriate, is expected to become available] for a [title of post] to work on [specify field of project]. The project is funded [will be funded] by [sponsor] and will involve collaboration with [specify collaborating institutions, industries]. The aim of the project is to [specify goal]. The successful candidate will have [specify qualifications, e.g., a higher degree in [subject area]]. Preference will be given to candidates with experience [or expertise] in [specify experience, or expertise].

**Edit the contact details template**

Further details may be viewed at (put your own link here, or delete sentence) or obtained from.  
 The cover sheet for applications, PD18 is available from [www.admin.cam.ac.uk/offices/personnel/forms/pd18/](http://www.admin.cam.ac.uk/offices/personnel/forms/pd18/).  
 Part I and Part III only, should be sent, with a letter and CV to Computer Laboratory, William Gates Building,  
 15 JJ Thomson Avenue, Cambridge, CB3 0FD.  
 (Tel +44 01223 , Fax +44 01223 @cl.cam.ac.uk).

**Funding Details**

Account code: Grant details:	Sponsor	Grant Award	Project Number	Task #	Grant End Date	% of charge allocation
		RG	NRAG/			
		RG	NRAG/			
		RG	NRAG/			

BELOW: OFFICE USE ONLY		
	Date:	Signed:
www.Jobs.ac.uk		
University Vacancies web site		
Jobcentre Plus		