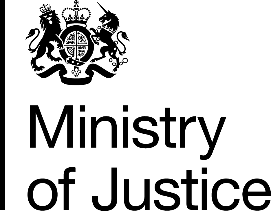
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| --- | --- |
| **All fields must be completed before submission. If you have any questions, please contact the Head of Life Chance Resourcing.** | |
| **Vacancy Information** | |
| Vacancy Title |  |
| Job Description Attached |  |
| Number of Vacancies |  |
| Vacancy Grade | Choose an item. |
| Vacancy Starting Salary |  |
| Vacancy Location (Town) |  |
| Vacancy Location Building |  |
| Vacancy cost Centre |  |
| Business Unit |  |
| Organisation | Choose an item. |
| Vetting Level Required |  |
| Employee Category | Choose an item. |
| Role Type | Choose an item. |
| Customer Facing Role | Choose an item. |
| Will the post holder be required to have regular contact with the general public | Choose an item. |
| Duties & Hazards of Role | Choose an item. |
| Hours of work (e.g. Monday to Friday 9-5) |  |
| Essential Experience required |  |
| Additional Offence exclusions (please specify) |  |
| Length of Appointment (Up to 24 months) |  |
| Application Type (CV, EOI, Personal Statement) |  |
| Does the role offer an Apprenticeship? |  |
| Travel Requirements? (If National, office location and frequency of required attendance. |  |
| **Vacancy Manager Information** | |
| Vacancy Manager Name |  |
| Phone Number |  |
| Email address |  |
| Vacancy Manager’s Deputy Director |  |
| The indicative GFIE timelines from the submission date of the relevant documents to commission the role are:   * Applicants provided for sift (5 weeks) * Interviews (6-8 weeks) * Initiate Vetting (as soon as correct candidate documents provided) * Vetting checks completed (14+ weeks) * DD Sign off (15+ weeks) * Start date agreed (15-16 weeks/ 17-18 weeks for HMPPS due to Occupational Health assessment) | |

All submitted vacancies must be sent to the [Head of Life Chance Resourcing](mailto:anthony.andrews5@justice.gov.uk) for review. It is expected that all submitted vacancies will have been discussed with the Head of Life Chance Resourcing ahead of submission to assess suitability of the role for inclusion within the GFiE scheme and to understand the full requirements of the vacancy manager.