cid:image005.jpg@01D577B5.11E0AAA0**Mandatory A&C Request Form**

Roster gaps: Following A&C roster sign off, gaps in rosters held centrally will be shared for approval and sent to Bank. For those rosters not held centrally this form **must** be completed for any Bank requests for A&C that are over two weeks in length and are required to cover a vacancy or gap resulting from a substantive member of staff on long term sick/other long term absence. These should then be submitted to the Temporary Staffing Team with sign off from the appropriate Divisional Director of Ops.   
  
This form **must**be completed for any long term (> 2 week duration) Bank requests for A&C and submitted to the Temporary Staffing Team with sign off from the appropriate Divisional Director of Operations or equivalent

**Please provide the information below in its entirety and return to admin.tempstaff@liverpoolft.nhs.uk**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vacancy Detail** | | | | |
| Site | |  | | |
| Division | |  | | |
| Department | |  | | |
| Cost Code | |  | | |
| Contact Number | |  | | |
| Job Title | |  | | |
| Band Required | |  | | |
| Days and Hours Required (can part time be considered?) | |  | | |
| Duration of assignment | |  | | |
| Request Reason  **If this is to cover a vacancy we require the TRAC reference number**  **If this is to cover sickness we require the name of the person off sick** | |  | | |
| Alternatives sought prior to engaging bank | |  | | |
| Additional requirements for the role | |  | | |
| Description of duties | |  | | |
| **Requester Details** | | | | |
| **Requester Name** | |  | | |
| **Department** | |  | | |
| **Cost Centre** | |  | | |
| **Divisional Accountant Name** |  | **Divisional Director of Ops Name** |  | |
| **Divisional Accountant Email** |  | **Divisional Director of Ops Signature** |  | |
| **Accountant Contact Number** |  |
| **Divisional Accountant Signature** |  |
| **Date** |  | | | |
| **Temporary Staffing** | | | | |
| **Approvals Received** | | **Y** | | **N** |
| **Vacancy Number** | |  | | |