**Form for managers to request extra staff**

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| **Department:** |  |
| **Manager’s Name:** |  |
| **Proposed job title:** |  |
| **Is it new or replacement role?** | **New** | **Replacement** |
|  |  |
| **Reason for vacancy:** |  |
| **Salary:** |  |
| **Proposed hours of work:**  |  |
| **Brief description of duties or job description attached?** |  |
| **Authorised By:** | **Name:** |
| **Signed:** |
| **Date:** |