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| **APPLICATION FOR RECOGNITION OF RELEVANT EXPERIENCE / ROLES** | |
| This form is to be completed by managers who wish consideration to be given to experience of prospective appointees in order to determine their salary placing. | |
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| **Name of manager making application:** |  |
| **Designation:** |  |
| **Service Area:** |  |
| **Telephone Number:** |  |
| **Signature:** |  |
|  |  |
| **Name of Appointee:** |  |
| **Post:** |  |
| **Service Area:** |  |
| **Recruitment Reference No:** |  |

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| In order to determine whether previous experience is relevant towards determining salary placing, you should ensure that each of the following criteria is met:.   * employment in a role of equivalent responsibility, and using equivalent knowledge and skills required for the role to which appointed; and * same profession or transferable skills |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employer** | **Start Date** | **End Date** | **Position** | **Relevant Experience** | | | **Relevant Criteria in Person Specification** |
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|  | |  |  | |  |  | |
| Total Number of year’s relevant experience: | |  | **Recommended Salary Placing:** | | |  | |

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| **IMPACT ON OTHERS** |
| **Please note what impact, if any, your proposal for salary placing will have on others already in post or others outside the immediate service area:** |

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| **HR USE ONLY** |

Approved by HR Manager - Operations

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| Name: |  | Designation: |  |
|  |  |  |  |
| Signature: |  | Date: |  |