|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Booked by:** | | | | | **Job Title of hirer:** | | | | | | **Department:** | |
| **Tel:** | | | | | **E-Mail:** | | | | | | | |
| **2nd contact in your department & number:** | | | | | | **Require job title for student/s:** | | | | | | |
| **Start Date:**  **End Date:** | | | | | | **Duration to advertise booking:** | | | | | | |
| **Please outline the required duties and skills or attach a job description/person specification:** | | | | | | | | | | | | |
|  | **Mon** | **Tues** | | **Wed** | | | **Thurs** | **Fri** | | **Sat** | | **Sun** |
| **Shift** |  |  | |  | | |  |  | |  | |  |
| **No of Workers** |  |  | |  | | |  |  | |  | |  |
| **If ad hoc work throughout the year please leave blank** | | | | | | | | | | | | |
| **Where do the workers report to on their first day:** | | | | | | | **Do you require an email address for the staff?** | | | | | |
| **Health and Safety risks relating to the role (please attach document if applicable):**  **Do you have full time staff in an equivalent role?** | | | | | | | | | | | | |
| **Pay Rate:** | | | **Other benefits:** | | | | | | **Service 1 or 2:** | | | |
| **Who is authorised to sign the timesheets:** | | | | | | | **Do you require a reference for the student?**  **Special requirements (DBS etc?)** | | | | | |

Please forward the complete form by email to Charlotte Miles on [**chmiles@cardiffmet.ac.uk**](mailto:chmiles@cardiffmet.ac.uk) **We will contact you to confirm receipt.**