|  |  |  |
| --- | --- | --- |
| **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** **We will contact you to confirm receipt.**