# Secondment Authorisation & Justification Form

This form must be completed for any secondment not advertised via Vacancy Manager.

* For international secondments this should be forwarded to the [International HR team](http://www.nottingham.ac.uk/hr/aboutus/employment-services/employment-support-services.aspx).
* For internal secondments where the opportunity is not being advertised via vacancy manager, this should be submitted as an attachment to the relevant Authority to Fill.
* For any other secondments, this should be forwarded to the relevant [HR Business Partner](http://www.nottingham.ac.uk/hr/aboutus/business-partnering.aspx).

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| **Employee Personal Details** | | | |
| Employee’s  Name |  | Employee Number |  |
| Employee’s Current Job Title |  | Employee’s Current School/ Department |  |
| Gender |  | Date of Birth (dd/mm/yy) |  |
| Job Grade and Level |  | Current Salary & Spine Point |  |
| University Start Date |  | Home Line Manager | Approval |
| **International Assignments Only** | | | |
| Marital Status |  | Citizenship |  |
| Partner’s Name (if applicable) |  | Is the partner accompanying on Assignment? | Yes/No |
| Children’s Names (if applicable) |  | Number accompanying on Assignment |  |

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| **Secondment Details** | | | | |
| Job Title |  | | | |
| Start Date |  | End Date | |  |
| Location |  | | | |
| Hours (if part-time) |  | Duration (years) | |  |
| Salary (per annum) & Spine Point |  | | | |
| **International Assignments Only** | | | | |
| Grade and Level |  | | | |
| Host Point of Contact (Manager) |  | | Host Manager Approval | |
| Project Code |  | | | |
| Benefits |  | | | |
| Estimated Overall Cost |  | | | |
| Home Point of Contact |  | | | |

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| **Justification for Secondment** |
| **Business Rationale (how will this impact the University):** |
| **Please detail a description of the aims of this secondment:** |
| **How will this secondment benefit the home School/Department?** |
| **Please provide rationale for the particular employee chosen for secondment, and include how this will enhance the capabilities and experience of this individual:** |
| **Who is accountable for the success of the secondment and the individual’s work?** |
| **Please detail what the expectations are at the end of secondment:** |

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| **Secondment Authorisation** | | | |
| **Host Manager Authorisation** | Name: | Signed: | Date: |
| **Home Manager Authorisation** | Name: | Signed: | Date: |
| **Budget Holder (International only)** | Name: | Signed: | Date: |