

THE UNIVERSITY OF LEEDS

Application for a Recruitment and Retention Supplement

N B – Please complete a separate form for every vacancy.

A vacancy has arisen for a post as _____ in the School of _____.

It is anticipated that the teaching load for this post will be “significant” as described in Section 2 (i & ii) of the guidelines on the allocation of Recruitment and Retention Supplements for the following reasons (Please indicate the anticipated weekly term time teaching hours and/or the average teaching workload compared to Academic colleagues in the School).

I wish to apply for the allocation of a Recruitment and Retention supplement to be made available for this vacancy in the event that the successful candidate meets the criteria in Section 2 (iii & iv) of the guidelines.

If the award is granted and the successful candidate is not eligible for the supplement I will inform H R as soon as possible so that the award may be re-allocated.

Signed _____ Date _____
(Head of School or Nominee)

Name (please print) _____

Approved

Not approved

Signed _____ Date _____
(Director of H R or Nominee)