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**Casual Worker**

UNIVERSITY SERVICES / COLLEGE OF XX

SERVICE / SCHOOL OF XX

1. **Duration of Work**

**From:** Date --/--/----

**To:** Date --/--/----

1. **Estimated Hours**

Please estimate the anticipated total number of hours to be worked in this period (*if period is more than a year, please state hours per annum*).

1. **Recruitment Process**

Please outline the proposed recruitment process for appointing to this post (s).

1. **Main Duties and Responsibilities**

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

1. **Qualifications**
2. **Knowledge, Skills and Experience**
3. **Review by People and OD Team**

Once complete, please submit this form to the People & OD Helpdesk.

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Date |  |
| Comments |  |