

**Trinity College Dublin
NOMINATION FOR APPOINTMENT FORM**

Title of Post:	School:
Gender:	Discipline:
Title (Mr/Ms/Dr/Prof. etc.):	
First Name(s):	Cost Code(source of funding):
Surname:	
Home Address:	
E-mail:	Nationality:
Phone No:	
Date of Birth:	Work Permit / Hosting Agreement required?
Degrees or qualifications <u>AND</u> <u>awarding body</u> for each qualification:	Specific Purpose/Reason (required for all non-permanent positions):
New post or replacement? (If replacement, please give previous post holder):	Salary (<u>exclusive</u> of employer costs*) & point on scale:
Additional Remuneration (if any):	Date of 1st Increment:
	Increment amount:
Hours worked per week (required):	Should salary increase in line with National Wage Agreements?
Commencement Date:	Termination date:
	OR Permanent/Indefinite duration?
RESEARCH STAFF DETAILS – Title of Project:	Additional Comments:
Source of Grant:	
Principal Investigator:	
Annual Leave (minimum 20 days):	

* Employer costs = 10.75% employer's PRSI & 10% employer pension contribution

Signed: _____ **Print Name:** _____
Nominating Committee or Principal Investigator

Head of School Signature: _____ **Print Name:** _____

Date: _____ **Date of FEC Approval / Meeting:** _____

Please supply Name, Extension No. and email of person who can be contacted by Staff Office if there are any queries regarding this form: _____

ALL COMPLETED FORMS TO BE SENT TO THE HR ADVISOR IN YOUR FACULTY
 Cara Ryan, Faculty of Engineering Mathematics & Science, 27 Westland Row
 Cathy Gibson, Faculty of Arts, Humanities and Social Sciences, Room 2016, Arts Building
 Donal Moore, Faculty of Health Sciences, Faculty Office, 1st Floor, Old Chemistry Extension

****ALL FORMS MUST BE TYPED. INCOMPLETE, OR UNSIGNED FORMS WILL NOT BE ACCEPTED AND WILL BE RETURNED FOR COMPLETION****