|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| Blue Arrow Agency WorkerOrder Form |
| **Guidance** |
| **Please complete Section 1 and 2 of this form and email it to your College/Professional Services Group HR Team:**ACE: accom.HR@ed.ac.uk ISG: HR.InfoServices@ed.ac.uk CAHSS: HR.cahss@ed.ac.ukCSE: HRscieng@ed.ac.uk MVM: MVM.HRadmin@ed.ac.uk USG & CSG:HR.sgs@ed.ac.uk You no longer need to physically sign HR forms as long as you submit them via email from your University of Edinburgh email account. Please refer to the [HR A-Z Forms Page](https://www.ed.ac.uk/human-resources/a-to-z-of-forms) for more information. If you require this document in an alternative format please contact HR by email UHRS@ed.ac.uk or by telephone on 0131 650 8127. <https://www.ed.ac.uk/information-services/help-consultancy/accessibility/creating-materials/altformatintro> |
| **Section 1 : Hiring Manager**  |
| Hiring Manager Name:  |       |
| Department:  |       |
| Telephone Number:  |       |
| Email Address:  |       |
| Invoice Address: | Address line 1:      Address line 2:      Address line 3:       Postcode:       |
| **Section 2: Requirements** |
| Job Title: |       |
| Grade: |       |
| Required Start Date (dd/mm/yyyy): |       |
| Expected duration: |       |
| Nature of work & reason for additional resources required: |       |
| Number of agency workers required: |       |
| What previous experience is required? |       |
| Will they be supervised or working on their own? |       |
| Is a PVG required? | Yes [ ]  No [ ]  |
| Other comments/special requirements: |       |
| **Section 3 : To Be Completed by HR** |
| Pay per hour: | £       | Cost per hour: | £       |
| Completed by: |       | Date (dd/mm/yyyy): |       |
| **Section 4: To Be Completed by Blue Arrow** |
| Agreed Start Date (dd/mm/yyyy): |       | Agreed hourly rate: | £       |
| Name of Temp: |       |

 |