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| Agency Worker Request Form (AWRF)  To be used:  1. For mini-competition (inviting ALL Temporary Staff Services Framework Contractors)  2. If the first ranked Framework Contractor (Pertemps) is not able to fill request. You can work through suppliers (in rank order) until the requirement is filled. |
| **Guidance** |
| Hiring Managers are asked to fully complete all sections of this form.  Framework Suppliers:  1. Pertemps: [scottishprocurement@pertemps.co.uk](mailto:scottishprocurement@pertemps.co.uk) - If directly engaging with Pertemps use their [**AWRF**](https://www.ed.ac.uk/files/atoms/files/pertemps_agency_worker_order_form_v1.7.docx)  2. Blue Arrow: [edinburgh.office@bluearrow.co.uk](mailto:edinburgh.office@bluearrow.co.uk)  3. ASA Recruitment: [scotgov@asarecruitment.co.uk](mailto:scotgov@asarecruitment.co.uk)  4. Brightwork Ltd: [scotgov@brightwork.co.uk](mailto:scotgov@brightwork.co.uk)  **Booking Guide:**   * Discuss the need for a temporary worker with your HR team. * Discuss the availability of candidates and costs with the framework supplier(s) prior to raising an official order. * If the agency cannot fulfil the requirement either based on skills, availability or in the period required. The local hirer should then seek the second rank supplier and so on. * This form can also be used as a mini-competition document to send to all four suppliers and find the best candidate for your requirement. * The local hirer must raise a valid authorised purchase order, complete the Agency Worker Request Form (AWRF) with all details and attach to the PO in eFinancials. * The supplier will contact the local hirer, following the agreed process and provide details of suitable candidates. * The local hirer is responsible for ensuring hours worked are ‘receipting’ on eFinancials, utilising timesheets for this purpose. * The supplier will send invoices to Accounts Payable on a weekly basis and in arrears, detailing number of hours worked per week and charge rate plus VAT, as agreed on AWRF. * If a new revised Purchase Order is raised at any stage (pre and post assignment), the hiring manager must provide the supplier with relevant details.   ***If printing this document, please print from page 2 onwards.*** |

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| Agency  Worker Request Form | |
| **Section 1: Hiring Manager** | |
| Hiring Manager name: | Click or tap here to enter text. |
| Telephone number: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| College/Professional Services Group: | Click or tap here to enter text. |
| School/Department address: | Click or tap here to enter text. |
| Work location (if different from the above) | Click or tap here to enter text. |
| **SECTION 2: Essential ordering information** | |
| Is this a mini-competition (i.e. inviting all framework contractors to respond)? | Yes  No |
| Purchase order number: | Click or tap here to enter text. |
| A valid PO number per assignment, must be provided, please attach this booking form to the PO within eFinancials. Note that the timesheets act as a receipt. Timesheets/receipting should be passed to the person who raised the PO to enable them to complete purchase to pay process. | |
| **SECTION 3: Details of requirement** | |
| Job title: | Click or tap here to enter text. |
| Grade: | Click or tap here to enter text. |
| Required start date (dd/mm/yyyy): | Click or tap here to enter text. |
| Working hours: | Click or tap here to enter text. |
| Duration period (including any optional extension where required):  *[For example, 01 May 2019 – 31 July 2019 with an option to extend for an additional 4 week period]* | Click or tap here to enter text. |
| Nature of work duties: | Click or tap here to enter text. |
| Reason for additional resources required: | Click or tap here to enter text. |
| Number of agency workers required: | Click or tap here to enter text. |
| What skills and experience are required? | Click or tap here to enter text. |
| Will they be supervised or working on their own? | Click or tap here to enter text. |
| Is a Disclosure or PVG required? | Yes  No |
| Other comments/special requirements, such as specific systems knowledge: | Click or tap here to enter text. |
| **SECTION 4: Pay information:**  Detailed pay scales are available from the [job catalogue](https://www.edweb.ed.ac.uk/human-resources/recruitment-guidance/sourcing-advertising/agency-workers-interim-contractors/agency-worker-job-catalogue). | |
| Pay per hour: | Click or tap here to enter text. |
| Cost per hour: | Click or tap here to enter text. |
| Completed by: | Click or tap here to enter text. |
| Date: | Click or tap here to enter text. |