

## Statom Group Vacancy Request Form (Business Case)

Recruitment activity must not start (including posting in Workable, instructing agencies, or arranging interviews) until the Authorising Director approves this form in writing.

### 1. Request details

<b>Group Company / Business unit</b>	
<b>Hiring Manager</b>	
<b>Role title / trade</b>	
<b>Location / site(s)</b>	
<b>Reporting line</b>	
<b>Proposed start date</b>	
<b>Duration (Permanent / FTC / Project-based / Temporary)</b>	
<b>Replacement / Growth / New capability</b>	
<b>Engagement route proposed (PAYE / CIS / LTD)</b>	

### 2. Business need and justification

Complete this section for new headcount or where the role materially changes scope/cost.

- Why do we need this role now? (contract award, mobilisation, programme recovery, compliance, capacity, skills gap, client demand, risk, etc.)
- What happens if we do not recruit? (delivery, safety, quality, client, revenue, commercial, compliance). Be specific.
- Why this engagement route (PAYE/CIS/LTD)? Include worker status rationale. For LTD, confirm IR35/status has been considered. For CIS, confirm suitability for labour type.

Notes / justification:

### 3. Cost, budget and recruitment plan

Budget must be confirmed before approval.

Budget confirmed (Yes/No)	
Cost centre / project code	
PAYE salary range (if PAYE)	
PAYE allowances / car / travel (if applicable)	
PAYE estimated total employment cost (salary + on-costs)	
CIS/LTD day/hour rate (if CIS/LTD)	
CIS/LTD expected days/hours per week	
CIS/LTD estimated weekly/monthly cost	
CIS/LTD duration / end date	
Recruitment route (Direct / Referral / Agency)	
Estimated recruitment costs (ads, agency fee, vetting, travel, PPE/tools)	

### 4. Approvals

Authorising Director decision (mandatory)

Decision (Approved / Rejected / Approved with conditions)	
Conditions (salary/rate cap, route must be PAYE/CIS/LTD, FTC only, internal first, no agency, other)	
Authorising Director name	
Signature	
Date	
HR check (process compliance confirmed)	