



ST PANCRAS
HOTEL GROUP

I NEED A TEAM MEMBER

Position Required			
Replacement / Additional (delete as applicable)		Reason for Replacement:	
Job Title:		To replace: (name)	
Positions to Fill:		Date of leaving:	
Department:		Reason for leaving:	
Hours per week:		Exit interview complete?	
Shift Pattern: (9-5 / rota)		Any other details:	
Date Required:		Reason for Addition:	
If short term – what length of employment:			

Proposed Salary Details	
Proposed hourly rate/salary per annum:	Current hourly rate/salary of leaver:
Reason for deviation from current wage?	

Proposed Recruitment Plan	Team Member Recruited
Advert to be placed where?	Name: Source:

Approval			
HOD Requesting:		Approved By:	
Name:		Name:	Christian Kaberg
Title:		Title:	Group Operations Director
Date:		Date:	
Signature:		Signature:	