



STAFF REQUISITION FORM - SCHOOLS

The school HR department initiates and completes this form, and obtains relevant authorisation from the appropriate 'Approver' including the Regional Office.
Please also attach a copy of the Job Description upon submission.
Once authorised, the school HR Department will commence the recruitment process.

Region	South East Asia Region	School	BVIS, Ha Noi
Job Reference	BVH-23-001104	Date of Request	8-Feb-2023
Department	Teaching Assistants	Positions Requested:	Primary Teaching Assistant (cover maternity leave)
Group Staff Category	Teaching Assistants		
Employment Terms Remuneration & Benefits			
No of vacancies	1	Employment Type	Temporary
Position Type	Replacement	Proposed Start Date	4/10/2023
NEW POSITION SECTION (ONLY complete if a new position)		REPLACEMENT SECTION (ONLY complete if a replacement)	
Reason		Reason	Leave of Absence
		Leaving Employee	THUY PHAM
		Other Details	Thuy Pham (Yr3 TA)'s maternity leave from 23 Feb 23 to 21 Aug 23. Her salary is at T3 - 118,632,000 vnd pa. We will offer of employment temporary contract from 10 April to 24 June 2023
		Last working day of existing staff	2/23/2023
		Package	Local hired
Is this position included in your budget ?	<input checked="" type="checkbox"/>	Is Salary as per existing Package:	<input checked="" type="checkbox"/>
If no, please state reason and the amount difference		Reason within Budget:	
Difference if not included in Budget:		Difference amount within Budget:	
Estimated Budget & Employment Terms (if known)			
Role Type	Part Time	Healthcare Plan	<input checked="" type="checkbox"/>
If Part Time, % of FTE:	0	MPF/Pension:	<input type="checkbox"/>
Annual Salary Range (in local currency)	118,632,000.00	Life Assurance:	<input type="checkbox"/>
Annual Anticipated Bonus (in local currency):	0.00	Other Allowance / Benefits (in local currency):	<input type="checkbox"/>
Annual Leave:	School Holiday 20 + Personal 3	Police Checks / DBS Check Required?	<input checked="" type="checkbox"/>
Name of New Employee	LINH NGUYEN	Mobile Phone for the role	No
Contract Status	Single		
Suggested Recruitment Channel			
Advertisement <input checked="" type="checkbox"/>	Referral <input type="checkbox"/>	Proposed Recruitment Agency Cost 0.00	
Internal Transfer <input type="checkbox"/>	Recruitment Agency <input type="checkbox"/>		
Other <input type="checkbox"/>	For Other, please specify:		

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New Appointees Details (Offer details)			
Is this internal candidate? <input type="checkbox"/>		Transportation allowance <input type="checkbox"/>	
% salary increase/decrease		Accommodation/Housing Allowance <input type="checkbox"/>	
Current salary & benefits		Medical Insurance <input checked="" type="checkbox"/>	Personnel Accident insurance 24/7
Flight allowance <input type="checkbox"/>		Social Securities Contribution (EPF, CPF, etc.) <input checked="" type="checkbox"/>	21,5%
Responsibility Allowance <input type="checkbox"/>		Meal allowance <input checked="" type="checkbox"/>	11,250,000 vnd pa
School place(s) <input type="checkbox"/>		Candidate's Location (Country)	Vietnam
Relocation Allowance <input type="checkbox"/>		Other Allowance detail	
Authorisation			
Ha Nguyen - Head of HR	School First Approver	Approved	14/03/2023 01:11 AM
Paul Holyome - Principal	School Final Approver	Approved	14/03/2023 01:16 AM
Quynh Thai	Regional First Approver	Approved	14/03/2023 09:53 AM
Richard Feehan	Regional Final Approver	Approved	15/03/2023 05:48 AM