**Recruitment & Retention Premium Request Form**

|  |  |
| --- | --- |
| **Job Title:** |  |
| **Division:** |  |
| **Band:** |  |
| **Number of Posts:** |  |

**Reason for Application**

|  |  |
| --- | --- |
| **What is the reason for this application:** | Recruitment  Retention  Both |
| **Please indicate which of the following criteria apply:**  *(at least one must apply)* | Recognised national or local shortage.  Two unsuccessful recruitment attempts within 3 months  Specialist skills required for delivery of a unique project  Benchmarking information indicates that the Trust uncompetitive.  The department is experiencing significant issues with retention |
| **Are you applying for:** | Short Term RRP (less than 6 months)  Long term RRP (more than 6 months) |
| **Please indicate which of the RRP options you would like to offer:** | Welcome payment’ payment on starting  Recruitment bonus paid in stages  Refer a Friend  Relocation  Percentage increase of salary  Increase in banding  Performance Related Bonus/Incremental Rise |
| **Proposed Effective Date:** |  |
| **Proposed Duration:** |  |
| **Is there any other RRP currently applied?**  **If Yes, please provide further details:** | Yes  No |

**Supporting Evidence**

**Summary of identified difficulties to recruit or retain:**

**Evidence of previous attempts to recruit or retain:**

*In this section you should include information such as exit interview results; response to adverts; turnover rates for posts(s); national shortages; availability of locum/agency equivalents; external rates of pay*

**Please summarise any other action that has been taken/considered to overcome recruitment and/or retention issues:**

*This should include flexible working; additional training; changes to roles and recruitment initiatives.*

**Who else could be affected by this application?**

**Financial Implications**

**Please detail below the total cost of the proposed RRP and any cost saving that could be achieved through the application of RRP:**

*For example: reduction in agency costs*

**What are the expected benefits of applying RRP?**

*For example: reduced waiting times; reduced complaints; increased applications; improved absence rates, reduced turnover*