# POSITION CREATION FORM

## Position Creation

For position creations, it is essential that all fields are completed.

**Click here to** [**Visit Camden Essentials Page on Job Evaluation**](http://camden-essentials.lbcamden.net/ccm/content/working-at-camden/your-employment/pay-and-benefits/pay-and-reward-folder/how-we-evaluate-jobs.en)

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| --- | --- |
| Effective Date: *(i.e. position start date)* |  |
| **Position Title:** |  |
| **Department:**  *(e.g. “Culture & Environment”)* |  |
| **Organisation:**  *(e.g. Name of “team”)* |  |
| **Permanent or Temporary?**  *(if temporary please enter end date)* |  |
| **CRB Check Required?**  *Enhanced / Standard / Basic* |  |
| **Professional Membership Type** *CSF and Adult Social Care only*  *i.e. Health Professions Council (HPC), Institute for Learning (IfL)* |  |
| **Full Time Equivalent[[1]](#footnote-1)**  *i.e. 0.5 = 17 hours* |  |
| **Payroll Type**  *Officers / Teachers* |  |
| **Cost Centre** *(i.e. XL123)* |  |
| **Grade:***(e.g. 01.SO1)* |  |

1. Full Time Equivalent (FTE) = Contracted Part Time Hours E.g. 17.50 PT Hours = 0.50 FTE

   Standard Full Time Hours 35.00 FT Hours [↑](#footnote-ref-1)