



Vacancy Details Form

Please fill in all relevant areas and sign the document.

Vacancy Details

Employer Name

Employer Address

Town/City:

County:

Postcode:

Company Description:

Contact Name

First Name:

Surname Name:

Position:

Company Website:

Contact by email/mail/phone?

Telephone:

Mobile no ?

Email:



Short description

Brief description of the nature of work involved. Max. Character length 256.

Full description

This should clearly explain the roles, responsibilities, specific areas and interactions

Number of positions available

Hourly Wage based on National Minimum

| Year | 23 and over | 21 to 22 | 18 to 20 | Under 18 |
|------------|-------------|----------|----------|----------|
| April 2021 | £8.91 | £8.36 | £6.56 | £4.62 |

Working Week

Clear working days/shift work and summary of hours

Future prospects description

An idea of what the position can lead to, must be realistic.



About the Candidate

Person Specification

Skills Required

Skills Required

List the key qualifications, including grade specific/desirable

English

Math

Other

Recruitment Provider Details

Umbrella Training



Additional Details

Important Other Information

Such as working away, travel, shift work, study for additional examinations.

Reality Check

Information such as long periods in front of the computer, based outdoors.

Supplementary Application Form Questions

Two Vacancy Specific Questions:

This helps to identify wider attributes and motivations. They should not be leading or require multiple responses. Candidates are required to answer these questions. *For e.g. What interests you in joining 'company'?*

Question one:

Question two:

Key Dates

Closing date

Interview start date

Possible start date