

Vacancy Template

You may complete this template or send your own job advert, but please ensure that it includes the following information as a minimum.

Name and location of Employer	
Title of Vacancy	
Job Tasks	
Wage/Salary*	
Person Spec/qualifications	
Hours	
How to Apply	
Last day for applications	

Please forward with any other information/literature that would help and encourage a candidate to apply, AND **A LOGO** if possible to: Careers@Brooklands.ac.uk

*Please ensure the hourly rate is at or above the National Minimum Wage for the age group(s) and is also competitive enough for the labour market you are in.

All adverts must meet the requirements of the Equality Act 2010.

If you are a recruitment agency this must be clearly stated on the advert.