**Recruitment – Advert Request Form**

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| **School:** |  |
| **Advert type:** *Please highlight* | **INTERNAL**  | **EXTERNAL**  |
| **Closing date:** |  |
| **Shortlisting date:** |  |
| **Interview date(s):** |  |
| **Email address for enquiries:**  |  |
| **Email address for applications:** |  |
| **Telephone number for enquiries:**  |  |
| **Job title:** |  |
| **Start date:** |  |
| **Hours:** |  |
| **Pay Grade & Scale point:** |  |
| **Term time only or full year:***(please state any additional days)* |  |
| **Contract type:**  |  |
| **Wording for advert:** |  |
| **Job description to be used** **(role profile)***(Please state current agreed job description or attach a copy)* |  |
| **Person specification***(Please attach or give details of desirable and essential requirements)* |  |