**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)* |  | |