**POST A JOB FORM**

This form should be completed by employers seeking to fill vacancies for their business.

**Note:** Please use block capitals if you are submitting a handwritten copy.

When providing a job description, it is optional to attach a downloadable file.

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| CONTACT INFORMATION  Person to contact for more information regarding the post | |
| Title (Mr, Miss, Mrs, Ms) |  |
| First Name |  |
| Last Name |  |
| Employer Job Title |  |
| Email Address |  |
| Telephone Number |  |
| Company Name |  |

|  |  |
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| CONTACT INFORMATION  Person to submit application to; if not the same as previous contact | |
| Title (Mr, Miss, Mrs, Ms) |  |
| First Name |  |
| Last Name |  |
| Employer Job Title |  |
| Email Address |  |
| Telephone Number |  |
| Company Name |  |

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| VACANCY INFORMATION | | |
| Job Title |  | |
| Location |  | |
| Contract Type | Casual |  |
| Permanent |  |
| Fixed Term |  |
| Voluntary |  |
| Apprenticeship |  |
| Zero Hours |  |
| Annual Salary |  | |
| Hourly Rate |  | |
| Closing Date |  | |
| Disability Friendly | Yes |  |
| No |  |
|  | | |
| DESCRIPTION  A brief outline of what the job entails | | |
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|  |

Date