

JOB ADVERT REQUEST FORM

Post Title:	
School/Establishment:	
If part of a multi-academy trust, please state which one:	
Postcode:	
Salary and Grade:	
Appointment Type:	
If fixed term, what is the reason:	
If fixed term, state end date:	
Hours:	
Weeks per year (if less than 52):	
External media required (Please state if you wish us to also place your advert in any external newspaper/media/online job site). <i>Please note this will incur extra costs.</i>	
Contact name:	
Contact phone number:	
Contact email:	
Email address for invoices to be sent to chargeable establishments:	
Provisional Interview date:	
Advert closing date:	
Teacher posts only:	
SEN Allowance:	
TLR Account:	
External media only – is job suitable for ECT?	

Advert Text: You should aim for a short narrative containing any essential criteria taken from the person specification (ideally no more than 120 words)	
Please note the DBS clause is compulsory and will automatically be added to your advert	
Attachments – Please attach when returning your advert request form to us	
Job Description:	
Person Specification:	
Other attachments:	
AUTHORISATION	
Name:	
Post Title:	
Date:	

Please send all advertising request forms along with the relevant attachments to traded.recruitment@derbyshire.gov.uk. All requests should be sent from an official email address.

When the job details have been added, you will be emailed to ask you to review and approve the job advert. The job will be advertised until the closing date that you have requested.

A login to the Recruitment system is provided for each School/Academy/Organisation. This will enable you to view online applications for the job as they are submitted. If this is the first time you have advertised a posts please complete name and e-mail address below of your preferred contact

Recruit system Login details	
Name:	
Email address:	

Jobs in the Recruit system will be marked as 'Closed' six months after the closing date of the advert and will no longer be able to be accessed.

All vacancies will appear on the Derbyshire County Council Website and Derbyshire Vacancy Bulletin dependant on the closing date, unless otherwise specified.

Should you require any further information, please do not hesitate to contact a member of the Traded Adverts and DBS Team on 01629 535117 and Select Option 1

To register your NQT for their statutory induction period you may wish to use the Derbyshire Appropriate Body service. This can be done by registering here: <https://derbyshire.nqtmanager.com/Login.aspx>.
 For further information please contact NQT.Mailbox@derbyshire.gov.uk