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| **Job vacancy booking form**  **Please return your completed form to** [JOBS@bacp.co.uk](mailto:JOBS@bacp.co.uk) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Your details(for office use only)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Contact name:** | | | | | | | | | |  | | | | | | | | | | | | | | | |  | **Name & e-mail of Finance Contact (if different to main contact):** | | | | | | | | |  | | | | | | | | | |
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| **Company name:** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | **Charity Number:** | | | | | |  | | | | | |
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| **Telephone number:** | | | | | | | | | |  | | | | | | | | | | |  | | **Agency Name (if applicable)** | | | | | | | | | | |  | | | | | | | | | | | |
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| **Company address:** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Job details(as they are to appear online)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Job title:** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **General description of  the job vacancy:**  **When returning your completed form, please include any logo(s) that you’d like to include with your vacancy** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ***Max. 400 words*** | | | | | | | | | |
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| **Postcode location:** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | **Temp / Perm** | | | | | |  | | | | | |
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| **Salary:** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Hours of work:** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Closing date:** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **How to apply:** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Advert details (please complete)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Online start date:** | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | **Online end date:**  **(if different to closing date)** | | | | | | | | | | | |  | | | | |
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| **Advert length (weeks):** | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | **Advert cost:** | | | | | | | | | | | |  | | | | |
| **Job Reference Number** | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | **PO Number (for Invoice)** | | | | | | | | | | | |  | | | | |