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| --- | --- | --- | --- | --- |
| **Jobs board booking form (for agencies)** | | | | |
| Please complete all sections of the form and return to [jobs@bacp.co.uk](mailto:jobs@bacp.co.uk) | | | | |
|  |  |  |  |  |
| **Agency details** | | | | |
|  |  |  |  |  |
| **Agency name** |  | | |  |
|  |  |  |  |  |
| **Contact name** |  |  | **Email address** |  |
|  |  |  |  |  |
| **Agency address** |  | | | |
|  | | | |
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|  |  |  |  |  |
| **Client details** | | | | |
|  |  |  |  |  |
| **Company name** |  | | |  |
|  |  |  |  |  |
| **Client address** |  | | | |
|  | | | |
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|  |  |  |  |  |
| **Job listing details** | | | | |
|  |  |  |  |  |
| **Job title** |  | | | |
|  |  |  |  |  |
| **General description of the vacancy (max. 400 words)**  ***Please attach your client’s logo to your email when you return this form***  ***Please note, we cannot currently add supporting documents to our website*** |  | | | |
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| **How to apply** |  | | | |
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| **Postcode location** |  |  | **Contract type** |  |
|  |  |  |  |  |
| **Salary** |  | | | |
|  |  |  |  |  |
| **Hours of work** |  | | | |
|  |  |  |  |  |
| **Closing date** |  | | | |
|  |  |  |  |  |
| **Advert and payment details** | | | | |
|  |  |  |  |  |
| **Online start date** |  |  | **Online end date** |  |
|  |  |  |  |  |
| **Advert length** | 1 week  2 weeks  3 weeks  4 weeks  (please contact us for listings of >4 weeks) | | | |
|  |  |  |  |  |
| **Payment type** | Credit/Debit Card  On Account (Invoice) | | | |
|  |  |  |  |  |
| **Job reference** |  |  | **PO number** |  |
|  | |  |  | |
| **Finance Contact** |  |  | **Email/Tel** |  |