|  |
| --- |
| **Jobs board booking form (for agencies)** |
| Please complete all sections of the form and return to jobs@bacp.co.uk |
|  |  |  |  |  |
| **Agency details** |
|  |  |  |  |  |
| **Agency name** |   |   |
|  |  |  |  |  |
| **Contact name** |   |   | **Email address** |   |
|  |  |  |  |  |
| **Agency address** |   |
|   |
|   |
|  |  |  |  |  |
| **Client details** |
|  |  |  |  |  |
| **Company name** |   |   |
|  |  |  |  |  |
| **Client address** |   |
|   |
|   |
|  |   |   |   |   |
| **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*** |  |
|
|
|
|
|
|
|
|
|
|
|  |  |  |  |  |
| **How to apply**  |   |
|
|  |  |  |  |  |
| **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** |  |