**Job Advert Form**

**Please submit the completed form to** **info@pcdc.org.uk**

**Employer Details**

|  |  |
| --- | --- |
| **Organisation Name:** |  |
| **Organisation Address:** |  |
| **Job Title:** |  |
| **Job Salary / Band:** |  |
| **Job Category:** | [ ] Admin[ ] GP[ ] HCA[ ] Management[ ] Nurse[ ] Pharmacist |
| **Job Location:** | **Town/City:** |  |
| **County:** |  |
| **Address where job role will be located:** |  |
| **Organisation website link:** |  |

**Job Outline**

|  |  |
| --- | --- |
| **Job Summary:** | *Free text* |
| **Main Duties of the Job:** | *Free text* |
| **About Us:** | *Free text* |
| **Job Description / Responsibilities:** |  |
| **Person Specification:** | **Essential:** |  |
| **Desirable:** |  |
| **Qualifications:** | **Essential:** |  |
| **Desirable:** |  |
| **Experience:** | **Essential:** |  |
| **Desirable:** |  |
| **DBS Statement Required:** | [ ] Yes[ ] No |
| **DBS Statement:** | **Disclosure and Barring Service Check**This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions. |

**Application Process**

|  |  |
| --- | --- |
| **How should applicants apply?** | [ ] Click on link to online application form[ ] Ring organisation and speak to a specific person[ ] Email a CV and covering letter |
| **1 – If click on link, please provide link** |  |
| **2 – If ringing, please provide** | **Contact name:** |  |
| **Telephone number:** |  |
| **3 – If email CV and covering letter, please provide:** | **Contact name:** |  |
| **Email address:** |  |
| **Closing date for applications:** | (dd/mm/yyyy) – **NOTE: Maximum of 3 months** |

Form completed, submitted & authorised by:

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Organisation:** |  |
| **Email Address:** |  |
| **Date submitted:** | (dd/mm/yyyy) |

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Process:

* Complete the job advert form and return to info@pcdc.org.uk
* Once we have received the completed form you will be issued an invoice
* Once we have received payment your job advert will be made live on our website