

***Job Advertising Template Company details and Job description***

***Office use only***

Order number:

Payment received:

**Job Details**

Contract Type: Permanent/Temporary

Contract Length: (if applicable)

Location:

Salary:

Hours:

**Please be aware that this information will be added to the listing unless otherwise stated.**

**Company details: (250 words)**

**Job Description: (500 words) – please include how to apply for position**