**Customer action:** Once completed, please email this form to educationjobfinder@norfolk.gov.uk. Returning the form incomplete could result in delays to your advert being placed.

We aim to have all adverts on the Education Job Finder jobs board within 2-3 working days. However, at peak times, we do prioritise press adverts and work in strict date order of when adverts are received.

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| **Establishment details**  |
| **Name of establishment:**(As you want it to appear on advert) |  |
| **MAT or Federation name:** (where applicable) |  |
| **Address:** (including postcode) |  |
| **Phone number:** |       |
| **Email address:** |       |
| **Website address:** |       |
| **Optional details:** (Headteacher’s name, NOR, age range) |       |
| **Ofsted Registration Number:** (Childcare Settings only) |       |
| **Advertisement details**  |
| **Post title:** |  |
| **Have you advertised a similar job through us before?** (Please quote advert reference/details) |  |
| **Where is the advert to appear?**Please note we can only process press adverts for HR Subscription A customers | **[ ]**  Education Job Finder & Indeed (no fee) ONLY**[ ]** Education Job Finder, Indeed (no fee) & Press (only available to HR subscription A customers)NB – All support staff adverts will also be uploaded to Job Centre Plus at no extra fee. |
| **FOR HR SUBSCRIPTION A CUSTOMERS ONLY****Press adverts – which publication?**Please be aware there is a cost to advertise in the press. | **[ ]**  EDP newspaper and website**[ ]**  EDP website only**[ ]**  TES website only**[ ]**  www.educationjobweeks.co.uk/**[ ]**  Other (please specify)  |
| **Date to be advertised:** | **[ ]**  ASAP **[ ]**  Specific date: **/  /** |
| **Featured job:** In addition to the standard listing, your advert will appear on the front page of Education Job Finder in the Featured Job box, Facebook, LinkedIn and Twitter for a week-long period beginning late Monday morning. Offered on a first come, first served basis. A week-long slot will be priced as detailed opposite and is in addition to any other costs paid in respect of the standard advert listing. | [ ]  Yes Date required [ ]  No£50 – HR A subscription customers £75 – HR B and F subscription customers£100 – all other customers |

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| **Advertisement details** (continued) |
| **Salary range:** (Please provide actual salary rates) | From:       To:       |
| **Salary period:** | [ ]  Per annum [ ]  Per hour[ ]  Other (please specify)       |
| **Job type (tick one):** | [ ]  Permanent [ ]  Casual[ ]  Temporary/Fixed-term [ ]  Apprenticeship[ ]  Other (please specify)       |
| **If job is temporary or fixed-term, please provide end date:   /  /** |
| **Job time (tick one):** | **[ ]**  Full time **[ ]**  Part-time**[ ]**  Variable **[ ]**  Sessional |
| **Job weeks:** (for non-teaching posts) | **[ ]**  Term time only **[ ]**  All year round**[ ]**  Term time + 1 wk **[ ]**  Term time + 2 wks**[ ]**  Term time + 3 wks **[ ]**  Term time + 4 wks**[ ]**  Term time + 5 wks **[ ]**  Term time + 6 wks |
| **If part-time, please provide hours per week or %** |
| **Advert text:** | Please provide via separate Word document |
| **Informal discussion details:** (optional) |  |
| **Closing date and time:** (recommended as 2 weeks after advert appears, if no time is specified will appear as 23:59) | **/  /** |
| **Interview date:** (optional) | **/  /** |
| **How to apply** |
| **Choose application method** (choose one only)**:** | **[ ]**  Model job application form F108l**[ ]**  Your own application form (please provide)**[ ]**  Re-direct to your establishment website where you have online application forms (please provide website address) |
| **For application forms, provide details on where to return to when complete** (choose all that apply)**:** | **[ ]**  Email address (please provide)**[ ]**  Postal address (please provide if other than recruiting school) |
| **Attach additional information pack to advert:** (e.g. job description) | Please provide, ensuring documents are either in a PDF or Word format (no larger than 5MB in size each). Maximum of 2 documents. |

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| **How to apply** (Continued) |
| **Please note these two paragraphs will be automatically added to your advert in line with KCSiE** (or you may provide your own).  | “We are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment. To this end, you may be required to undergo pre-employment checks.”**“**‘This post is exempt from the Rehabilitation of Offenders Act and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post. [Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fnew-guidance-on-the-rehabilitation-of-offenders-act-1974&data=04%7C01%7CSarah.Goodacre%40educatorsolutions.org.uk%7Ca190146e906c46502a6308d956821d7b%7C1419177e57e04f0faff0fd61b549d10e%7C0%7C0%7C637635939097765382%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=QKHHTeOOgAzERYrNeyFGlWNDgww3mIcD5IUpssqqPHQ%3D&reserved=0) |
| **In addition, please indicate whether the Childcare (Disqualification) Regulations wording applies to your advert and should be included by ticking the relevant box** (or you may provide your own). See InfoSpace for further information. | **[ ]**  “This post is likely to come under the requirements of the Childcare (Disqualification) Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.” |

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| **Talent pools** |
| **Please let us know (tick all that apply) if you would like us to undertake a search and send you any potentially suitable applications from our talent pools:** | **[ ]**  Redeployment**[ ]**  NQT/ECT**[ ]**  Teacher **[ ]**  SEND Teacher**[ ]**  Teaching Assistant |
| Please indicate which key stage areas applications should be relevant to (please tick all that apply): | **[ ]**  Reception (ages 4-5) **[ ]**  Key Stage 1 (ages 5-7)**[ ]**  Key Stage 2 (ages 7-11)**[ ]**  Key Stage 3 (ages 11-14) **[ ]**  Key Stage 4 (ages 14-16)**[ ]**  Sixth Form**[ ]**  Special Schools Subject(s) (if applicable): |
| **For customers that do not buy HR subscription A or F, there will be an administration charge of £50 (£75 for Teaching Assistant) per talent pool search (only payable if we are able to provide you with applications which may match your criteria). NB. There is no charge for requesting a search of the redeployment talent pool.****We will send any talent pool applications just before the advert closing date. If we do not have any suitable applications, we will let you know.** |