**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.

|  |
| --- |
| **Establishment details**  |
| **Name of Childcare Setting:**(As you want it to appear on advert) |  |
| **Address:** (including postcode) |  |
| **Phone number:** |       |
| **Email address:** |       |
| **Website address:** |       |
| **Ofsted Registration Number:** |       |
| **Logo:** | Please email us your logo for the first time you use us. This will need to be in jpeg format |

|  |
| --- |
| **Advertisement details**  |
| **Post title:** |  |
| **Have you advertised a similar job through us before?** (Please quote advert reference/details) |  |
| **Where is the advert to appear?** | **[ ]**  Education Job Finder, Indeed, UK School Jobs and Job Centre Plus. NB – there is no fee for childcare providers to advertise on these platforms using our service. |
| **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 at £100. | [ ]  Yes Date required [ ]  No |
| **Salary range:** (Please provide actual salary rates) | From:       To:       |
| **Salary period:** | [ ]  Per annum [ ]  Per hour[ ]  Other (please specify)       |

|  |
| --- |
| **Advertisement details** (continued) |
| **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**[ ]**  Shift Work |
| **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 (provided by Education Job Finder**[ ]**  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. |

|  |
| --- |
| **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.” |