**Vacancy Advertising Order Form**

To advertise a vacancy on our website please complete the following and return to [admin@intdevalliance.scot](mailto:admin@intdevalliance.scot)

**Advertising details**

* We aim to post vacancies on our website within 3 working days of receiving this from. We will send you a confirmation email once your advert is live.
* Each advert will be posted for a maximum of four weeks and your advert will be removed from our website on the closing date you have provided.

**Cost:**   
Members of The Alliance: **Free** Non-members: **£150** per post

|  |  |  |
| --- | --- | --- |
| **Job Title:** | |  |
| **Organisation:** | |  | **Closing Date:** |  |
| **Location:** | |  | **Paid/Voluntary:** |  |
| **About Your Organisation:** | | *Please provide a brief description of your organisation* | | |
| **Job Description** | | | | |
| **Role and Responsibilities** *Please provide a brief description of the job and what it will involve*  **Person Specification** *Please list the knowledge, skills and experience that you are looking for.* | | | | |
| **Application Details:** | *How to apply* | | | |
| **Link to Further Information:** | *http://* | | | |

**Billing Information (Non-members only)**

|  |  |
| --- | --- |
| **Organisation Name:** |  |
| **Billing Address:**  **Postcode:** |  |
| **Finance Email Address:** | *This is the address that your invoice will be sent to.* |
| **Contact Name:** | *Name of person submitting the request* |
| **Finance Contact Name:** | *If different from above* |
| **Contact phone number:** |  |