**Vacancy Advertising Order Form**

To advertise a vacancy on our website please complete the following and return to 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:**  |  |