

Staff Vacancy Form

Use this form if you would like to advertise a job vacancy with Trafford Children and Young People's Information Service.

Please put as much information as possible. If you have any questions please call Abi Healy on 0161 912 3237

Name of Setting/Organisation	
Type of setting (i.e Day Nursery, Playgroup, Out of school)	
Contact Name	
Contact Telephone and E-mail	
Address of setting/organisation	

Job Title	
Salary (please be as specific as possible)	
Working hours (i.e FT, PT, Job-share, if only certain days of the week)	
Length of Contract (ie temp, perm, maternity cover, other)	

Job Description	
Experience required	

Essential Skills and qualifications	
Desirable skills and qualifications	
Closing date	

We are often contacted by people who would like to gain some volunteer experience in a childcare setting or students looking for a placement, would you be willing to accept volunteers/student?

Yes No

We would also like to share details of your job vacancy with other partner organisations such as Job Centre Plus and Connexions (if appropriate). Is it acceptable for us to do this?

Yes No

Please tick each box below as appropriate and sign and date the form

I give consent for the details I have given to be made available to the public in writing and via the telephone

I give consent for the details I have given to be made available to the public on the Childcarelink website/ Delivery Channel

We will advertise this job vacancy on our website www.childcarelink.gov.uk until the closing date (if one is given).

You may also wish to contact Jobcentre Plus directly on 0845 601 2001 or e-mail EMPLOYERDIRECT-VACANCIES@JOBCENTREPLUS.GSI.GOV.UK to advertise your vacancy.

PLEASE NOTE INFORMATION AVAILABLE VIA THE INTERNET MAY BE ACCESSED BY PEOPLE IN COUNTRIES AND TERRITORIES OUTSIDE THE EUROPEAN ECONOMIC AREA WHICH MAY OPERATE DIFFERENT LEVELS OF DATA PROTECTION THAN APPLY IN BRITAIN.

We hold the details you have given us in accordance with the Data Protection Act 1998.

Please fax or post this form back to:

Abi Healy, Trafford Children and Young People's Information service, 4th Floor Waterside House, Sale M33 7ZF. Fax: 0161 912 5288

We will contact you for feedback on the job vacancy.

Signature: _____

Date: _____