

**BATH SPA UNIVERSITY JOB SHOP**

# Vacancy Form

To register your vacancy with [jobs@bathspa](mailto:jobs@bathspa) please provide the following information.

Where did you hear about the <b>Jobshop</b>	Please Tick
Mailshot	
Local Press	
Word of Mouth	
Other (Please specify)	

Company Name	
Address	
Postcode	
Telephone	Fax
E-mail Address	Web Site Address
Contact Name	Position

Job Title	Number of vacancies
Job Description / brief details of duties	
Job Description Attached <input type="checkbox"/>	Person Specification Attached <input type="checkbox"/>
Rate of Pay	Benefits
Location	Own transport required?
Start Date	Duration of Job
Closing Date for applications	Company application form supplied?
Method of Application	

<b>Required Hours</b> when do you need staff to work?	Term Time <input type="checkbox"/>	Vacation <input type="checkbox"/>	
<b>Please state the times you require people to work</b>			
	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			

Friday			
Saturday			
Sunday			
Please tick if you need night staff, 10pm – 7am			
<input type="checkbox"/> Weekday nights		<input type="checkbox"/> Weekend nights	
Please write any further notes here:			

<b>Job Requirements</b> please tick all the areas in which you require experience.		
<input type="checkbox"/> Bar work	<input type="checkbox"/> Cleaning	<input type="checkbox"/> Hotel/ reception
<input type="checkbox"/> Catering/ food preparation	<input type="checkbox"/> Child care experience	<input type="checkbox"/> Retail
<input type="checkbox"/> Driving	<input type="checkbox"/> Teaching experience	<input type="checkbox"/> Interpersonal skills
<input type="checkbox"/> Good telephone manner	<input type="checkbox"/> Call centre experience	<input type="checkbox"/> Language skills
<input type="checkbox"/> Financial/ numerate	<input type="checkbox"/> Administrative skills	<input type="checkbox"/> Computer literate
<input type="checkbox"/> Sales	<input type="checkbox"/> Tour guides	<input type="checkbox"/>
Particular qualifications needed:		
Particular experience required:		
Optional Extra Service – enhanced advertisement		
Do you need to fill your vacancy as quickly as possible? Would you like it to go out to all students not just those registered with the Job Shop?		
If so, then we could promote it as “Hot Job of the Week” and include the details in an e-bulletin sent to <b>ALL</b> students for a charge of £50 + VAT		
Tick if required <input type="checkbox"/>		
The named contact and Company name will appear on the invoice for this service which will be sent to you shortly.		

**CODE OF PRACTICE ACKNOWLEDGEMENT**

I ..... representing .....(Company/Organisation etc.) have received,read,understood and agree to comply with [Jobs@Bathspa's](mailto:Jobs@Bathspa's) Code of Practice.

**SIGNED**..... **DATE**.....

Please return to:  
Bath Spa University Jobshop  
Newton Park  
BATH  
BA2 9BN

Tel: 01225 875864 Fax: 01225 875542 E-mail [jobs@bathspa.ac.uk](mailto:jobs@bathspa.ac.uk)