# Advert Request Form (ARF) for Charities and / Externals

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Address** |  |
| **Post code** |  |
| **Purchase Order number** |  |
| **Invoice postal address** |  |
| **Invoice email address** |  |

|  |  |  |
| --- | --- | --- |
| **Contact:** | **First Contact** | **Second Contact** |
| **Name** |  |  |
| **Telephone number** |  |  |
| **Email address** |  |  |

|  |  |
| --- | --- |
| **Job title or event title** |  |
| **Org name to appear on the advert** |  |

**Suffolk Jobs Direct and JBB (Jobs Board Bundle)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Which [Suffolk Jobs Direct package](https://view.pagetiger.com/sjd-rate-card/2021-1)? | Standard  £75 |  | Enhanced  £200 |  | Premium  £325 |  | N/A |  |
| Add a [Jobs Board Bundle](https://view.pagetiger.com/sjd-rate-card/2021-1) for: | +£349 |  | +£325 |  | +£299 |  | N/A |  |

**Additional advertising – External websites and print, newspapers and magazines**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Suffolk | Advertising | use only |
| Other print / web name | **Insertion date** | Size/ format | Vacancy ref | Order no. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## **Please complete the advert template on page 2, providing all essential information to avoid delay.**

Once completed, please email this form and your attachments to:[suffolk.advertising@suffolk.gov.uk](mailto:suffolk.advertising@suffolk.gov.uk?subject=Re:%20Advert%20Request%20Form)

**Advertising use only**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ack Checked** |  | **Uploaded** |  | **Job no.** |  |
| **Ack Sent** |  | **Approved** |  | **ORC no.** |  |
| **Deadline** |  | **Social Posted/ boosted** |  | **SJD Charged** |  |

|  |
| --- |
| **Advertising Team notes** |
|  |

## **Please:**

## **include your advert text on this page**

## **use the below format, including all the essential information in bold.**

**Organisation Name, Town/Village Postcode**

**Job Title**

**Salary per annum (pro rata if part time or term time only)**

**XX hours per week**

**Job Type (Permanent/ Temporary/ Fixed Term for xx Months)**

**Your role**

What is the main purpose of their role?

What will the job entail?

**Your responsibilities**

What are their responsibilities?

**You will need:**

Have around 3 bullet points dedicated to detailing qualification/s required and main skills

Detail any essential criteria (eg Qualifications or equivalent)

**About us**

Provide an introduction/ overview to the organisation, selling the positives about you as an employer.

**We will offer you:**

Why should they choose your organisation?

What are the benefits about working there and unique selling points?

**For more information:**

For an informal discussion only, please contact Contact Name on (01XXX) XXXXXX.

**How to apply:**

[Application details and how to apply].

Completed application to be returned to xxxx.

Closing date: 1.00pm, XX Month 2022.

Interview date: XX Month 2022.