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| **Recruiter Details** | |
| Practice Name: | Click here to select practice name |
| Recruiting Manager Name: |  |
| Recruiting Manager Telephone Number: |  |
| Recruiting Manager Email: |  |

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| **Vacancy Details** | |
| Job Title: |  |
| Contract Type: | Click here to select contract type |
| Hours/Sessions: |  |
| Reason For Vacancy (Optional): |  |
| Expected Start Date (Optional): |  |
| Salary/Hourly Rate or negotiable depending on experience: |  |
| **If you advertised this role in the last three months, would you like to use the same advert?** | | |
| Tick box if you would like us to repost the advert and continue to the “Application Type” section | | |

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| **Advert -** Please refer to our top tips guide to advertising for further information on what to include |
| **Advert Header -** This section should be used provide the job title and key text you want to display to attract candidates to your job |
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| Advert Main body text – Use this section to set out the structure of your advert |
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| **Advert Footer – Use this section to give any further information and provide contact details for informal discussions, visits, etc** |
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| Additional Checks | |
| Does this Vacancy need a DBS? | Yes/No |
| What level of DBS Check does this Vacancy require? | Choose an item. |
| Which Barred List if relevant for this Vacancy? | Choose an item. |
| Professional Registration Required: | Yes/No |
| If yes, which list? |  |
| Other: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Application Type – Please select one option | | | |
| Via E-mail:  This will allow applicants to send their applications and documents directly to an email address using a form. | | Via Website:  This allows the applicants to be sent directly to an external website that handles the application process, such as NHS Jobs. | |
| **Please provide the email address where an application can be submitted:** |  | Please provide the URL of the website where an application can be submitted: |  |

|  |  |
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| **Advertisement Opens:** |  |
| **Advertisement Closes:** |  |

**Please provide an image of your practice, practice team or logo to sit alongside the vacancy listing with this completed form.**

On receipt of this form, CAVGP will:

* Review the content and contact you if further information is required.
* Post the advertisement within two working days, provided all information is present.
* Repost the advertisement on Twitter via the CAVGP Twitter account.

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| **For CAVGP use:** | | | |
| Reviewed By: |  | Date: |  |
| Approved By: |  | Date: |  |
| Updated By: |  | Date/Time: |  |