**HTSI Vacancy Submission Form**

If you would like to advertise a vacancy on our website, please complete this form and send it with any required documents/logos to courtney@highlandtsi.org.uk.

**Your Details *Required***

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Point of contact for the opportunity** |  |
| **Name** |  |
| **Email Address**  |  |

**Vacancy Details *Required***

|  |  |
| --- | --- |
| **Job Title** |  |
| ***Job Description*** *(Please include a description of the role and duties)* |  |
| **Salary or Hourly Rate** *(Please specify if* *pro rata)* |  |
| **Number of Hours**  |  |
| **Contract type** *(Full time/part time)* |  |
| **Length of contract** *(Permanent/fixed term)* |  |
| **Location of Job** *(town/from home etc)* |  |
| **Deadline** *(If the post has a rolling deadline please note)* |  |
| **Would you like us to advertise this job on our social media?** *(Yes/No)* |  |

***Continued overleaf***

**Documents**

|  |  |
| --- | --- |
| **Are there any documents you would like included on the website*?*** ***(Doc or PDF format only)*** |  |
| **Have you attached them to the email?** |  |

**Your Logo**

All new submissions must have their organisation’s logo attached along with this form and any required documents.

If you have submitted a vacancy or opportunity to us before you do not have to send your logo again unless it has been updated.

**Further Information *The below items are optional***

|  |  |
| --- | --- |
| **Your website link for applying/more Info** |  |
| **Email for applications/enquiry** |  |
| **Telephone number for enquiries**  |  |