

# ARC Website Vacancy Listing

## Booking Form:

The ARC Vacancy Listing service is available free as a benefit to all paid members of ARC England. ARC will display summary details of your vacancy in the Jobs section of their website [www.arcuk.org.uk/blog/arc-members-jobs/](http://www.arcuk.org.uk/blog/arc-members-jobs/) The summary details will be accompanied by a relevant link /contact details (e.g. URL, email address or telephone number) to which potential applicants can refer to for full details of the position being advertised.

To place a Vacancy Listing on the Jobs page, please complete this form below. To enable us to process this request please fill in the information as fully as possible. Please complete the form electronically and return it to [Esther.Oddy@arcuk.org.uk](mailto:Esther.Oddy@arcuk.org.uk)

If you have any queries, or would like any further information about this service, please contact Services and Communications Officer Esther Oddy on 01246 555043 or the above email address.

### Details of the vacancy to be listed:

**Job Title:** .....

**Organisation and location:** .....

**Salary / pay:** .....

### Job description:

(Briefly summarise the main role. This is not meant to be a comprehensive description of the post, but to encourage people to click through for more details. As an estimate, aim for between 50 – 100 words.

**Link / contact for full information** .....

(eg a link to a page on your website, an email address to request full details or a telephone number for a relevant member of staff).

**Start date:** .....**End date (if applicable):**.....

**Logo:** (please attach as a jpeg or gif, unless you know that we already have it).

**Contact details**.....

(who can we contact regarding this booking?)

Please note that these requests may take up to 5 days to process. If you prefer to return this form by post, please address it to Esther Oddy, ARC House, Marsden Street, Chesterfield, S40 1JY.