

Vacancy Sheet

Newcastle University Student Job Shop

For office use only	Vacancy Number:	Received:
YOUR COMPANY DETAILS		
Name of Company:	Nature of Business:	
Business Address:	Telephone:	
	Fax:	
	Email:	
If work is not based at address given, please state work location:		
Contact Name:	Job Title:	
ABOUT YOUR VACANCY		
Job Description and Title: (Please give as much detail as possible – continue on back if necessary.)		
How many people do you need?		
What kind of person do you need? (Please give details of any previous experience, personal attributes, skills required)		
Hours of Work:	Rate of Pay per hour:	
Please state minimum required per week:		
Starting Date:	Length of Contract:	Closing Date:
Is it essential that students be in Newcastle over vacation periods? Yes <input type="checkbox"/> No <input type="checkbox"/>		
How do you want applicants to get in touch with you?		
Phone <input type="checkbox"/> Visit <input type="checkbox"/> CV & Letter <input type="checkbox"/> Application Form* <input type="checkbox"/> Other <input type="checkbox"/>		
*Would you like us to give out your application form to students? Yes <input type="checkbox"/> (please provide copies) No <input type="checkbox"/>		
FOR OUR RECORDS:		
Have you used the Student Job Shop before? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If NO – please tell us how you heard about the Job Shop:		
Please give your Employers Liability Insurance number:		

Please return to:

**Newcastle University Student Job Shop, Union Society, King's Walk,
Newcastle upon Tyne NE1 8QB**

Tel: 0191 239 3941 Fax: 0191 222 1876 Email job.shop.union@ncl.ac.uk