

## Schools Vacancy Media Order Form

Please ensure you complete all of the relevant sections of the form including the fields marked in red as these are required for us to process your advert.

Once completed please upload a copy to the ESS Section of the NYES Portal using [this link](#).

### School Details

School Name:

School DFE  
number

### Vacancy Details

Vacancy Title:

Closing Date:

Interview Date:

If the above date is not known please put TBC

Recruitment option (further info below):

Contract Status:

If the vacancy is term time only please complete the below options:

Working Weeks

Additional Weeks

End date if the role is fixed term

Band / SCP

Vacancy Hours / FTE

How are applicants to apply?

Do you wish to advertise on any external sites? If so please state below:

**Please note if you wish to advertise through TES please supply us with information as to which advertising package you wish to use.**

### Contact Details

Name of advert contact:

Contact Telephone No.

Email Address:

Advert Text:

**Please note if you also wish for any additional documents to be attached to the advert these need to be supplied alongside the completed copy of this form.**

### **Recruitment Options**

#### Option 1 – Advertising (Free)

We will place your advert on our website to help you attract exceptional candidates. We will also offer specialist advice and guidance during the publishing stage. Within this option applicants will be directed to the school and will send completed application forms direct to the school.

#### Option 2 – Anonymous Application Forms (£50)

With this option we will add an online application form to the advert for the applicants to complete. The completed applications will be forwarded to the school without the applicant's contact details on the morning after the vacancy closes to allow the school to ensure they shortlist in a fair and unbiased way.

#### Option 3 – Full Recruitment Process (£300)

In addition to what is already included in the above options the full recruitment process also takes away the stress of organising interviews, obtaining employment clearances and issue conditional and unconditional offers of employment. These will all be handled by our specialist recruitment team who will be able to offer support and advice throughout the recruitment process.

**To prevent delays, please ensure you complete all relevant sections of the form. Please upload this document to the ESS Section of the NYES Portal using [this link](#).**

**If you have any queries regarding your advert please feel free to contact us at the above email address or give us a call on 01609 532190.**