

## Employer Form

Please fully complete in lower case (**not block capitals please**).

If your vacancy meets our Employer's Code of Practice, your vacancy will be displayed in the University of Birmingham Guild of Students and on our website at [www.guildofstudents.com/jobshop](http://www.guildofstudents.com/jobshop)

Please return to:

Job Zone, University of Birmingham Guild of Students, Edgbaston Park Road, Birmingham B15 2TU

E-mail: [jobzone@guild.bham.ac.uk](mailto:jobzone@guild.bham.ac.uk) Fax: 0121 251 2505 Tel: 0121 251 2500

<b>Your Information</b> (if you have already supplied your full organisation and contact details to us, and these have not changed since your previous vacancy, simply complete the name of your company/charity/organisation)	
<b>Company/Charity/Organisation name:</b>	
Contact name:	
Contact email:	
Telephone:	
Fax (if applicable):	
If your main number is a mobile we require a land line telephone number for our reference:	
Address Line 1:	
Address line 2:County:	
Town/City:	
Postcode:	
Website:	
<b>Your Vacancy Details</b>	
<b>Vacancy Title:</b>	
Number of vacancies:	
Is this vacancy offered as self-employed? Yes / No	
Hours/Days Required: (Please note that the Job Zone can only advertise positions up to 16 hours per week in term-time and up to full-time in vacations)	
<b>Description of duties and skills or experience required</b> (Up to 100 words maximum please – you can opt to send us a separate job description in Pdf or Word and we will display this on our website ):	
Specific clothing/uniform (if applicable):	
Closing Date for Applications (if applicable):	
Location of work (if different to address above):	
Pay (Must be NMW or above):	
<b>Application Procedure</b> (please select below desired form(s) of correspondence)	
Send CV	Phone:
Complete Application Form (We can give these out if hard copies supplied. We can also attach it to the website entry to download if you send it to us in either Pdf or Word format). Please state where to return form to if different from above address:	
Other method of application (please specify):	

Please continue on next page

<b>Supporting Information</b> (If you are a new employer, it is essential that you complete this section. If you have used the Job Zone previously in the last 12 months, and your information remains the same as your previous vacancy, you do not need to complete this section )			
Company/Charity registration number:			
If you have not provided the above information, are you a Sole Trader or Partnership?			
If your opportunity is offered as employed, and you have not supplied a company/charity number, please provide your PAYE registration number with HMRC:			
Will staff be covered by employers' liability insurance? (please give details)			
If your vacancy involves working late (shifts finishing 11pm onwards), please give information on how staff are supported to get home from work safely:			
Is this opportunity commission only? Y/N <i>(please speak to us if this work is entirely commission-based)</i>			
Will payment be made weekly/monthly/other? (please give details)			
Method of Payment to employees. into bank, cheque, cash, other (delete as applicable)			
How did you hear about the Job Zone? (new employers only)			
The Job Zone works with Jobcentre Plus. We would like to pass on your telephone number to Jobcentre Plus so they can tell you about the positive benefits available to employers through Jobcentre Plus. If you do not want us to pass on your telephone number to Jobcentre Plus please put 'no' here:			
<b>Office Use only</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New employer	details added		Database entry
Previous employer	details checked		Card printed
Temp/Ongoing	Category:		Form printed
			Contact History
			<b>Job Zone</b> University of Birmingham Guild of Students, Edgbaston Park Road, Birmingham B15 2TU