

**BMSS Website Job Vacancy Advert Request**

**To be sent for the attention of the BMSS Administrator, Lisa Sage at:** [**admin@bmss.org.uk**](mailto:admin@bmss.org.uk)

**Tel: +44 (0)1606 810562**

Please take care to fill in *all* fields in the form (including the invoicing information at the end of the form if applicable).

**ADVERT DETAILS:**

Advert requested by:

Email address:

Date of request:

|  |  |
| --- | --- |
| Job Title: |  |
| Company Name: |  |
| Company Address: |  |
| Recruitment Agency Details (if applicable): |  |
| Application deadline: |  |
| Vacancy Ref: |  |
| Duration (Permanent/Temporary): |  |
| Salary: |  |
| Job Description: | |
| Further Information:  Please include any external links for further information about this position. | |

**INVOICING DETAILS (if applicable)**

|  |  |
| --- | --- |
| Invoice Recipient Name |  |
| Address for invoicing purposes (if differs from company address as listed on page 1) |  |
| Internal Reference Number (if applicable, e.g., PO Number) |  |