**EXAMPLE FORMAT FOR RECRUITMENT ADVERTISEMENT**

Job Title:

Salary: *(optional to include in advert*)

Length of contract:

Location of job:

Company background:

Summary of role:

*e.g.* As a result we are now seeking…

Essential and desirable criteria

Applicants must … (essential criteria). Preference may be given to applicants who … (desirable criteria).

A full job description, person specification and application form are available from: (insert contact details name, address, telephone number etc)

The closing date for completed application forms is …

*An equal opportunities statement is recommended, potentially together with a specific welcome statement, for example, highlighting your desire for applications from individuals who are under-represented in the business. Further guidance is available from the Equality Commission.*