Email: [employmentandskills@derby.gov.uk](mailto:employmentandskills@derby.gov.uk)

Telephone 01332 956989

Website [www.derby.gov.uk](http://www.derby.gov.uk/)

**Training into employment Template Form for Derby Jobs Weekly**

**Overview**

Please use this form to add your training to the Derby Jobs Weekly.

The Derby Jobs Weekly is a weekly jobs newsletter circulated every Tuesday to employment professionals (who work with the unemployed), and unemployed residents, to inform them about the latest vacancies and opportunities into employment. Derby Jobs Weekly is a free subscription service. This will enable us to market the SWAP and to add to Derby Jobs Weekly.

To subscribe to the newsletter, please [click here](https://derby.us6.list-manage.com/subscribe?u=4384650c37cba78b107905953&id=39efa5836d) and provide your email.

**Training into employment Template Form**

**Training Provider:**

**Contact Name:**

**Type of training:**

**Training Details – for Provider to complete:**

|  |  |
| --- | --- |
| Name of the Employer |  |
| Short description of the employer |  |
| Qualification to be achieved & level |  |
| Training - dates, times and duration |  |
| Location of training or if training is online |  |
| Work placement details, if applicable |  |
| Interviews dates if known |  |
| Job to be interviewed for |  |
| Location of employment |  |
| Location of work experience / Training for SWAP |  |
| Employer contact details |  |
| Training application deadline |  |
| Short description how to apply with email address or link to a website |  |

**Content Cut-off deadline**: All ‘complete’ templates received prior to Friday midday, will be included in Tuesdays Derby Jobs weekly.

Once complete please send to - [employmentandskills@derby.gov.uk](mailto:employmentandskills@derby.gov.uk)

Any questions or queries, please do not hesitate to contact [employmentandskills@derby.gov.uk](mailto:employmentandskills@derby.gov.uk)