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

Telephone 01332 956989

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

**Vacancy Form for Derby Jobs Weekly**

**Overview**

Please use this form to add any vacancies 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.

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

**Vacancy Template Form**

|  |  |
| --- | --- |
| Name of employer |  |
| Short description of the employer or any relevant background info |  |
| Number of the vacancies |  |
| to provide a link to the job vacancy. |  |
| Location of vacancies |  |
| Application deadline |  |
| Do you give consent for us to use your company logo on recruitment marketing? |  |
| Contact name,  Email  Telephone Number |  |

**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)