



# NOTIFICATION OF VACANCY

**SUBMIT BOTH COPIES TO THE DEPARTMENT OF EMPLOYMENT**

THE DEPARTMENT OF EMPLOYMENT IS COMMITTED TO A POLICY OF EQUAL OPPORTUNITIES FOR ALL ITS USERS AND TO ACTING IN ACCORDANCE WITH THE EQUAL OPPORTUNITIES ACT, 2006

**ALL SECTIONS OF THE FORM MUST BE COMPLETED**

1. Employer Registration No.:

As issued under Business Trades and Professions (Registration) Act 1989

Employer's Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Please insert number  
of vacancies to be  
registered under this  
Notification \_\_\_\_\_

2. Job Title: \_\_\_\_\_

3. Starting Date: \_\_\_\_\_  
(Shall not be earlier than 2 weeks after the date on which notification is registered)

4. Necessary Qualifications and Experience:

5. Hours of work: \_\_\_\_\_ 6. Salary/Wage: \_\_\_\_\_

7. Location of Employment: \_\_\_\_\_

8. Other Benefits: \_\_\_\_\_

9. Name of Person making Notification: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_ Signature: \_\_\_\_\_

**EACH REGISTERED VACANCY CARRIES A FEE OF £17.00**

**A NOTIFICATION OF VACANCY IS ONLY VALID FOR A PERIOD OF SIX MONTHS FROM THE DATE ON WHICH THE NOTIFICATION IS REGISTERED**

**FOR OFFICE USE ONLY:**

INPUT BY	DATE

Vacancy No.: \_\_\_\_\_ Date on which Notification was Registered: \_\_\_\_/\_\_\_\_/\_\_\_\_