

Derby Jobs Weekly Guidance

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Please use this guidance to add your opportunities to the Derby Jobs Weekly.

Derby Jobs Weekly is a newsletter that is circulated every Tuesday to employment professionals (who work with the unemployed), and unemployed residents to inform them about the latest vacancies and opportunities for employment. Derby Jobs Weekly is a free subscription service.

If you wish to advertise your opportunities, please send only vacancies, apprenticeships, training into employment, events that are Derby based.

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

Any questions or queries, please do not hesitate to contact employmentandskills@derby.gov.uk

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Derby City Council

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Advertising your vacancies

Advertising your vacancies on Derby Jobs Weekly.

To advertise your vacancies, please send the following:

- Name of employer
- Short description of the employer or any relevant background info
- Number of the vacancies
- Types of vacancies
- Short description of the vacancies or link to the website with the description
- Location of vacancies
- Salary
- Shift pattern
- Application deadline
- Short description of how to apply with an email address or link to the application/ website
- Logo

As a rule, we do not accept agencies but there are exceptions where jobs are promoted via the DWP and jobs that are only advertised only through agencies.

Please complete the Vacancy Template and send it to employmentandskills@derby.gov.uk

Advertising your apprenticeships

To advertise your apprenticeships, please send the following:

- Name of the apprenticeship
- Link to the direct webpage where job seekers can learn more and apply through

Please send an email to employmentandskills@derby.gov.uk providing the required information for the apprenticeships.



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Advertising training into employment

To advertise opportunities for training into employment, please send the following:

- Name of the Employer
- Short description of your business
- 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
- Job to be interviewed for
- Location of employment
- Location of work experience / Training for SWAP
- Employer contact details
- Training application deadline
- Short description of how to apply with an email address or link to a website

Please complete the Training into employment Template and send it to employmentandskills@derby.gov.uk

Advertising your event

Please keep in mind we only advertise recruitment events.

To advertise your event, please send the following:

- Short description of the event
- Date and times of the event
- Location
- How to book to attend the event

Please send an email to employmentandskills@derby.gov.uk providing the required information for the event.

