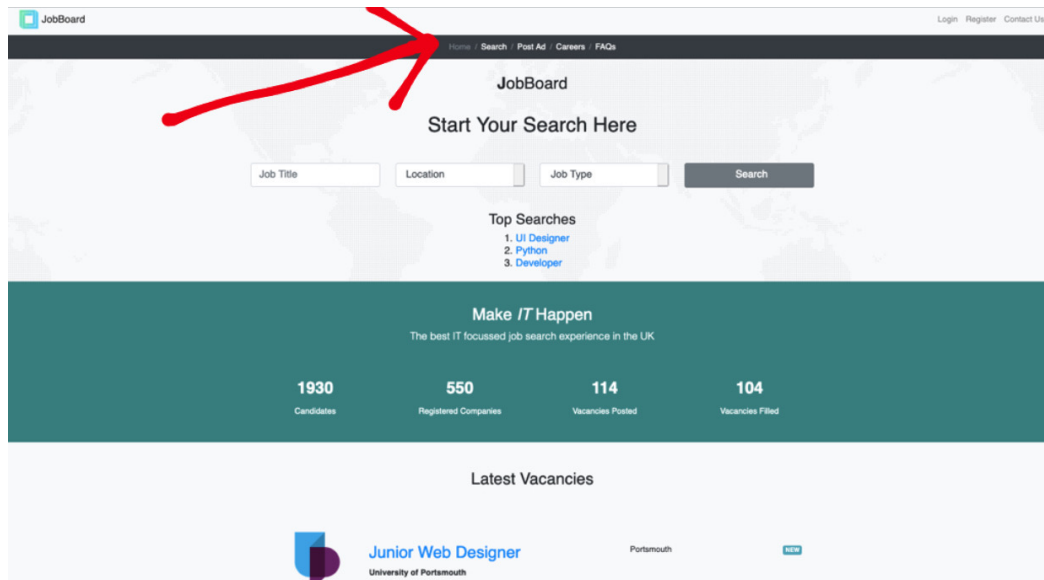


How to post an advertisement?

To post an advertisement, click on the “Post ad” in the main navigation bar.



Then select “yes” or “no”. Depends on whether you had ever posted any advertisement on the JobBoard.



If you pick “no”, fill the whole application form in. By clicking the blue button, the one pointed by the red arrow, select your logo.

The screenshot shows the 'Post Advert' form on the JobBoard website. The form is titled 'Company Details' and includes fields for Company Name, Contact First Name, Contact Surname, Contact Email, Phone, Address, and Postcode. A red arrow points to the 'Upload your company logo' button, which is a blue square with a white plus icon. Another red arrow points to the 'Submit' button, which is a blue rectangle with white text. The form also includes a checkbox for 'I confirm that I have fully read and understood the JobBoard privacy policy'.

When the form is filled, tick the box in the left down corner, if you agree with the privacy policy of the JobBoard. Then click the blue “submit” button in the right down corner.

The screenshot shows the 'Post Advert' form on the JobBoard website, now filled with sample data. The form includes fields for Company Name (Holo), Contact First Name (Homer), Contact Surname (Holan), Contact Email (homer.holan@gmail.com), Phone (777777777), Address (1 Fountain Street), and Postcode (PO11BW). A red arrow points to the 'Submit' button, which is a blue rectangle with white text. Another red arrow points to the checkbox for 'I confirm that I have fully read and understood the JobBoard privacy policy', which is now checked.

After you submit your form, you receive the information box you can see in the picture above.

The screenshot shows the 'Post Advert' page on the JobBoard website. A 'Thank You' modal is open in the center, displaying the following information:

- Thank you for registering with JobBoard, we will get in contact with you within 5 working day to confirm your details.
- Contact name: **hh ss**
- Contact email: **up952051@myport.ac.uk**
- Contact phone: **7777777**
- Company: **hoho**
- [Home](#)
- [Close](#)

The background form is titled 'Company Details' and includes the following fields:

- Company Name: **hoho**
- Screenshot: 2020-03-28 at 13.2
- Contact First Name: **hh**
- Contact Email: **up952051@myport.ac.uk**
- Address: **1 Fountain Street**
- Address 2: **57**
- City or Town: **Portsmouth**
- County: **Hampshire**
- Postcode: **PO11BW**
- ☒ I confirm that I have fully read and understood the JobBoard [privacy policy](#).
- [Submit](#)

At the bottom of the page, it says: © JobBoard 2020 • All rights reserved. [Privacy Policy](#) [Sitemap](#)

If you select “yes”, it means you had already posted an advertisement at least once within the JobBoard.

The screenshot shows the 'Post Advert' page on the JobBoard website. The 'Have you posted here before?' question is displayed with the following options:

- ☒ Select
- ☐ No
- ☐ Yes

At the bottom of the page, it says: © JobBoard 2020 • All rights reserved. [Privacy Policy](#) [Sitemap](#)

Fill your JobBoard ID in the top right JobBoard CID box, insert the vacancy details within the given form and proceed with submit.

JobBoard

Login Register Contact Us

Home / Search / Post Ad / Careers / FAQs

Post Advert

[Home](#) / [Post Ad](#)

Have you posted here before?

JobBoard CID (You'll have received this when you registered.)

Yes

Your JobBoard ID

Vacancy Details

Job Title

Job Title

Job Type

Full time

Hours

Hours worked each week

Salary £

Earnings per annum

Advert Expiry Date

dd . mm . rrr

Job Description (1000 characters max)

Company information, job description and any other relevant information.

Skills (2 minimum)

Required Skill

Required Skill

Required Skill

Required Skill

Required Skill

Required Skill

☐ I confirm that I have fully read and understood the JobBoard [privacy policy](#).

Submit

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