APPENDIX 2C – EMPLOYERS’ HANDBOOK *(Remove comments in red.)*

**EXAMPLE FORMAT FOR RECRUITMENT ADVERTISEMENT**

**Job Title:**

**Salary: *(optional to include in advert*)**

**Length of contract:**

**Location of job:**

**Company background:**

**Summary of role:**

*e.g.* As a result we are now seeking…

**Essential and desirable criteria**

Applicants must … (essential criteria). Preference may be given to applicants who … (desirable criteria).

A full job description, person specification and application form are available from: (insert contact details name, address, telephone number etc)

The closing date for completed application forms is …

*An equal opportunities statement is recommended, potentially together with a specific welcome statement, for example, highlighting your desire for applications from individuals who are under-represented in the business. Further guidance is available from the Equality Commission.*