

### Job Specification Form

<b>Company Name &amp; Address</b>		<b>Company Tel. No.</b>	
		<b>Contact Name</b>	
		<b>Contact Tel. No.</b>	
		<b>Contact Mob. No.</b>	

<b>Job Title</b>			<b>Job Description</b>			
Salary						
Skills / Qualifications						
Hours & Days						
Overtime Required?						
Start Date		Duration				
Benefits		Pension				
Application Deadline						
Holidays						
CVs / Refs Required?					Interview Dates	
Equipment Needed					Equipment Provided	
Place of work other than company address						
Straight Permanent <input type="checkbox"/>	Temp to Permanent <input type="checkbox"/>	How to contact?	Phone <input type="checkbox"/>	Fax CV <input type="checkbox"/>		
What other methods of recruiting are you using for this vacancy?						
Additional information						

I authorise and give instruction to Recruitment 2000 to fill the above vacancy

Company: \_\_\_\_\_ Client Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_