

## Job Description

Company / Organisation name:

Name of Contact:

What job title would you give this vacancy?

What does the job involve?

What skills would you expect a successful candidate to have?

What experience would you expect a successful candidate to have?

What qualifications would you expect a candidate to have for this job, if any?

Are there any other specific requirements you have for this vacancy?

How many hours a week would the candidate be expected to work and are there any specific hours that you require?

When would you like a successful candidate to start?

What salary will you be offering and are there any benefits being offered with this job?

Please give a brief description of your workplace environment?

Address where candidate will be working:

Postcode:

Your Tel:

Mobile:

Email:

Fax:

Preferred method of contact:

We promise to treat any information given to JCom in the strictest confidence.

Our commitment to good practice is reflected throughout the service and in meeting the evolving requirements of current legislation and good practice guidelines. JCom is committed to assisting the local Jewish community with their recruitment needs whilst ensuring that the client gets the right candidate and is offered a high value service, comparable to any profit making recruitment agency. Equally JCom complies with Data Protection Acts and respects the fundamental importance of confidentiality; any information given to JCom will be treated in the strictest confidence.

We are an equal opportunities employer and our committee membership and candidate profile reflect and celebrate our diversity.