**Job Vacancy Advertising Service – Booking Form**

Thank you for your interest in advertising your job vacancy with the Institute of Chartered Foresters. We are the Royal Chartered body for tree professionals in the UK and have a membership of more than 2,000 professionals who are chartered or working towards chartered status.

Advertising with us is the most effective way to directly target quality candidates who are committed to both professional development and the raising the standards in forestry and arboriculture, for the benefit of trees and woodlands throughout the UK.

To book a vacancy post on our website, please complete and return this form to icf@charteredforesters.org. The process is speedy and adverts usually go live within 48 hours of receipt. The cut off for inclusion in the weekly bulletin is 15:00 each Thursday.

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| **Vacancy Details** |
| **Job Type** (Forestry or Arboriculture) |  |
| **Job Title / Position** |  |
| **Company / Employer Name** |  |
| **Website** |  |
| **LinkedIn** |  |
| **Location** e.g. Edinburgh, Bristol, Homebased, remote etc. |  |
| **Region(s)** e.g. Central Scotland, South West England, Wales, Northern Ireland etc. |  |
| **Salary Range** (terms such as ‘attractive’ or ‘competitive’ are acceptable) |  |
| **Closing Date** (if left blank, vacancy will be posted with closing date of final day of next month e.g. 30 April if posted in March) |  |
| **Blurb** |
| Please provide 1-4 paragraphs briefly describing the role. You should include a line similar to "**candidates should be chartered or working towards chartered status**" or "**Professional membership of the Institute of Chartered Foresters or another relevant professional body is desirable**". If you do not include this line, we will insert at our discretion. |
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| **Contact Details** |
| Please provide details for candidates to contact you with any queries **(this section is not compulsory and can be left blank if you prefer)** |
| **Name** |  |
| **Position** |  |
| **Email** |  |
| **Application Details** |
| Please provide a link to more information on the job i.e. the page on your website containing the job description, application instructions etc. If you do not have such a webpage, please be sure to include all relevant information in the blurb. |
| Link |  |
| **Invoice Details** |
| Please provide details for us to invoice you for this vacancy post.* **Standard Job Posts**For £300 + VAT per vacancy we will advertise the role on the exclusive Institute’s Jobs Board and feature in the weekly jobs mailer sent to all members every Friday.
* **Promoted Job Posts**For £500 + VAT, in addition to the benefits offered with Standard posts, Promoted roles will also be advertised on the ICF X (formerly Twitter) account (8,600+ followers), organisations can include a company logo and jobs will be visibly highlighted on the website jobs board and in monthly e-newsletter. **Please make sure to send an image file containing your logo if using this option.**
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| **Post Type** (Standard or Promoted) |  |
| **Purchase Order Number** (not compulsory if your business does not use purchase orders). You may also attach separate purchase order to email when sending us this form. |  |
| **Email to send invoice** |  |
| **Name and address to be included on invoice** |  |