# Advertising job vacancies through the IES

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| Job details |
| Job title |       |
| Organisation |       |
| **Location** |       |
| Job description*Can be submitted as a separate document* |       |
| **Salary** |       |
| **Contact*Individual or general contact for the candidate to learn more about the vacancy*** |       |
| **Closing date for applications** |       |
| **Application procedure *E.g. send CV to ‘email address’ or please provide a link to the vacancy on your website*** |       |
| **Reference NumberIf available** |       |

If this is the first time you have placed a job advert with the IES or have recently rebranded, please also provide a PDF or JPEG of your organisation’s logo.

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| **Relevant specialism***Tick most appropriate* |
| [ ]  Acoustics | [ ]  Air Quality  | [ ]  Archaeology |
| [ ]  Built Environment  | [ ]  Climatology & Carbon Management | [ ]  Conservation & Ecology |
| [ ]  Education & Training | [ ]  Energy | [ ]  Environmental Management |
| [ ]  Forestry & Landscaping | [ ]  Hydrology  | [ ]  Impact Assessment |
| [ ]  Land Condition | [ ]  Marine & Coastal Science | [ ]  Odour |
| [ ]  Sustainability | [ ]  Transport | [ ]  Waste Management |

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| **Package***Tick desired* |
|  |  |
| [ ]  Basic Advert £100 | [ ]  Premium Advert £150 |
|  |  |
| Advertised on IES jobs | Advertised on IESjobs |
|  | Promoted through Twitter |
|  | Promoted through IES LinkedIn groups |
|  | Advert placed in the ES Monthly newsletter |

[ ]  I understand that signing this form constitutes a contract to pay the costs of the advertising I have booked with the IES.

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| Advertiser details*Details of person placing advert* |
| Name |       |
| **Telephone** |       |
| **Email address** |       |
| **Purchase Order Number*****If needed*** |       |
| Invoice details*The details that will appear on the invoice* |
| **Finance contact name/department*If different from name in advertiser details*** |       |
| **Organisation*If different from organisation in job details*** |       |
| **Invoice telephone*****If different from name in advertiser details*** |       |
| **Invoice email*****If different from email in advertiser details*** |       |
| Invoice address |       |

**Terms of Business**

*Definitions: The ‘advertiser’ is the individual or company placing the advert.*

1. Advertisements are accepted at the discretion of the IES, who reserve the right to withhold publication if it does not meet our standards.
2. All advertisements are published on the understanding that the advertiser indemnifies the IES from all liability, loss or any expense of any nature arising from publication of the advertisement. For any advertisement, the advertiser accepts full responsibility for its content. Obvious libellous or offensive adverts will be pulled before publication. Adverts will be expected to adhere to the Fair Advertising, the Equality Act 2010, and the Employment (Sex Discrimination) Act 2000.
3. Special positions for advertisements will be allocated if possible but cannot be guaranteed.
4. Advertisers and their agents warrant that copy and illustrations do not infringe any law and contain no matter that is libellous or objectionable.
5. The IES is not liable for any loss or damage from error, late publication, or non-publication. The IES does not promise full, uninterrupted or error free operation of the Website and/or the Services.
6. All recruitment advertisements placed on the website will remain there until the closing date for applications. If no closing date is specified, then the job will remain on the website for one month unless additional time is purchased.
7. The advertiser accepts that the service offered is an advertising medium and does not guarantee a particular level of response. Response rates may vary from month to month and certain sectors or positions may attract higher levels of responses than others.
8. Where the customer is a recruitment agency they shall comply in all respects with the Employment Agencies Act 1973 (and all regulations made there-under) and all statutes, rules, regulations, codes of practice and legal requirements to which the Client is ordinarily subject in respect of its receipt and processing of CV's and related matters.

# Please email form to [info@the-ies.org](file:///C%3A%5CUsers%5CEmma%5CDownloads%5Cinfo%40the-ies.org)