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**Customer set up form**

**Thank you for considering advertising on the greater.jobs website.**

Where did you hear about us?

The cost of placing an advert is currently £175 (+VAT) for 6 weeks. If you wish to advertise longer than this, a charge of £175 (+VAT) will be incurred for every 6 weeks thereafter.

All adverts are raised via our online system; please complete the form below, with the details of personnel who are authorised to raise adverts on behalf of your organisation.

Please allow up to 48 hours for this to be actioned. We will contact you when the users are set up and will provide guidance notes to assist you.

Adverts will be live on greater.jobs within 48 hours of receipt of all necessary information.

Before completing and returning the form, please ensure that you do not have an SLA set up with your local authority for recruitment/ advertising services. If you do have an SLA, you need to liaise with your HR contact at the local authority to advertise on greater.jobs.

By providing your email address, you are allowing the greater.jobs Central Team to:

1) Add your email address to our applicant tracking system so that you can access the system to raise an advertising request.

2) Contact you periodically via email to ensure access to the applicant tracking system is still valid.

3) Contact you via email with key updates regarding system downtime; advertising schedule changes; and annual advertising rates & services.

4) Contact you periodically via email with promotional offers/ newsletters

These are the details of the personnel that will be logging onto our online portal and completing the advertising request form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **User 1** | **User 2** | | **User 3** |
| **Full Name**  **(including title)** |  |  | |  |
| **Email address** |  |  | |  |
| **Telephone number** |  |  | |  |
| **Job title** |  |  | |  |
| Full organisation address and postcode. **If applicable, also include if your organisation is a Limited or Trading As company** | | | | |
| **Finance Details**  **Before we can proceed with advertising your vacancy, we require the following information so we can set you up on our financial system. We will invoice for payment the month following the advert going live on greater.jobs.** | | | | |
| Full organisation address and postcode of where the invoice should be sent if different to what was supplied above. **If applicable, also include if your organisation is a Limited or Trading As company** | | | | |
| Which sector does your organisation belong?  Private  Public  Voluntary **if you are VAT exempt please include a VAT registration certificate as proof** or your **Charity Registration number**  Other (please state) ……………………………………………………………………………………………….. | | | | |
| Name of Finance Contact: | | |  | |
| Telephone Number of Finance Contact: | | |  | |
| Email address of Finance Contact: | | |  | |
| Email address where the invoice should be sent, if preferred  (a generic email address is preferable to a named individual) | | |  | |
| **IMPORTANT INFORMATION**   1. If you require a Purchase Order Number, Cost Code or Reference quoting on your invoice, this must be included when you raise your advert. 2. If an invoice must be re-issued because the information originally supplied to us was incorrect, there will be an administration charge of £15. 3. Invoices are due for payment on receipt. 4. Remittance advice forms should be sent to [DataControl@wigan.gov.uk](mailto:DataControl@wigan.gov.uk) | | | | |

Once completed, please email to [customers@greater.jobs](mailto:customers@greater.jobs)

