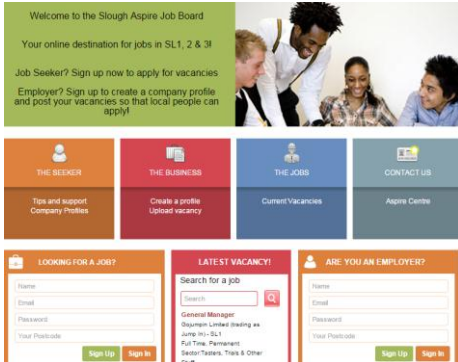


# How to post a vacancy:

Click on this link: <http://jobs.sloughaspire.com/>

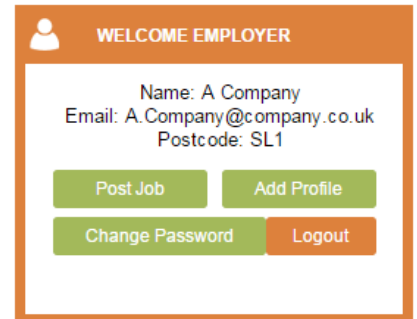
## This takes you to the Jobs Board Page



## Sign in using your registered email address and password



## You will then see your welcome message



Click on Post Job and complete the job details.

Any definite criteria for applicants; salary expectations; how to apply and a closing date for the vacancy must be entered.

## Post Job

Please fill out the fields below to add job

Job Sector	<input type="text" value="Please Select"/>
Job Title	<input type="text"/>
Job Contracts	<input type="text" value="Please Select"/>
Salary Type	<input type="text" value="Please Select"/>
Location	<input type="text" value="Please Select"/>
Salary From	£ <input type="text"/>
Salary To	£ <input type="text"/>
Skills, Knowledge & Experience Required	<input type="text"/>
Application Process (including vacancy closing date)	<input type="text"/>
Disclaimer	<p>*Slough Aspire asks all employers registering on this site to ensure that they have provided accurate contact name and email address details as Slough Aspire may make contact to verify the information provided or in the event of technical issues with the Jobs Board. If we are unable to gain a response within seven days of contact the employer profile may be removed from the Jobs Board without further notification.</p>
<input type="button" value="Add Job"/> <input type="button" value="Cancel"/>	

Your vacancy must be in the SL1, SL2 or SL3 catchment area.

You can add Volunteer roles, Apprenticeships and Full Time or Part Time roles.

If you need to change any of the details on your vacancy once you have posted it, contact the Aspire Centre and we will edit it on your behalf.

Once you are sure that you have put enough information to attract the right candidates, click Add Job.

**You have now placed a vacancy on the Jobs Board.**