

Job Vacancy Or 'Position Sought' Adverts On The CHCS Website

If you have a vacancy, or are seeking a position, and would like to have it displayed on this page, please first read the following:

- for publishing notices of vacancies, we make a charge of £200 + VAT to cover our administration costs in preparing and mounting your advertisement and its removal at the end of the required period. CHCS will send an individually-addressed email to each CHCS member alerting them to the publication of a new vacancy notice on the website.
- adverts that include deadlines will be removed from the website one week after the stated cut-off date. Adverts not including deadlines will be removed three months after posting (unless the advertiser wishes to pay again for a further three-month period).
- advertisers legally domiciled outside the EU will not be charged VAT; advertisers within the EU, but outside the UK, must provide a valid VAT Registration Number or VAT will be payable.
- we make no charge to a CHCS member wishing to place a 'Position Sought' notice.
- please allow about 2 days for us to publish the advert.

To proceed with publishing your request we need all the following:

1. an instruction to proceed with placing on the website (with EITHER a Purchase Order Number if your company requires this to be stated on our invoice, plus any special invoicing instructions, e.g. special addressing OR positive information that no Purchase Order Number etc need be quoted);
2. the detail of the job vacancy, in MS Word or Adobe Acrobat (not-copy protected) format, and a logo file, if applicable, preferably in jpg or gif format;
3. details of to whom applicants should apply and how (for example, cover letter & CV, or ring for application form), and any closing date;
4. your required timings (when to put onto, and when to remove from the website). Please note: Adverts that include deadlines will be removed from the website one week after the stated cut-off date. Adverts not including deadlines will be removed three months after posting (unless the advertiser wishes to pay again for a further three-month period).

We will invoice you after we have published your "advert".

Please contact the CHCS Office, details at the top of this document, if you have any questions.



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