**External Advert – Request Form**

***To prevent any delays in logging your advert request, please ensure that you complete the form in full: Sections 1-3***

In order to advertise a job vacancy on [www.publicjobs.ie](http://www.publicjobs.ie), please ensure that you review the External Advert Guidelines and complete this request form in full (Sections 1-3). The completed form must be submitted to: externaladverts@publicjobs.ie at least 5 working days in advance of the requested advertising date. Please note, adverts do **not go live on our website on Fridays** – this is reserved for recruitment campaigns that are managed directly by the Public Appointments Service.

|  |
| --- |
| **Please Note the Following** |
| The completion of the form does not guarantee that the Public Appointments Service can advertise the position on our website, or that we can publish the advert within the desired timeframes – please refer to the External Advert Guidelines for further information.  |

|  |
| --- |
| **Section 1. English Text for Advert** |
| **Job Title** |  |
| **Name of Employer**  |  |
| **Website of Employer**  | Website address must include https://www. |
| **Advertising Opening Date****The date you request the advert to be published on** [www.publicjobs.ie](http://www.publicjobs.ie) | Click or tap to enter a date. |
| **Advertising Closing Date** **Must be open for a minimum of 2 weeks** | Click or tap to enter a date. |
| **Location of Post****Specify county/counties as part of location**  |  |
| **Link to Advert on your Website** **Where candidates can access the full job description and details on how to apply. This must not be a third-party Website** |  |
| **Job Description** **Brief job description to be included on** [www.publicjobs.ie](http://www.publicjobs.ie) – **this is a maximum of 2,000 characters** **If you provide a link to the vacancy on the employer website, this section does not have to be completed** |  |
| **Name and Contact for Applicant Queries** **Details of a designated contact for any applicant queries** |  |

**External Advert – Request Form**

 **2. Irish Text**

Adverts for positions based in the Republic of Ireland are required to be published in both English and Irish on Publicjobs.ie. The Public Appointments Service has an obligation to comply with the Official Language Act 2003 to ensure that information / services are provided in the Irish language – **the only exception is for jobs that are based in Northern Ireland or EU institutions.**

 **Please complete this section of the form and provide details of the job vacancy in Irish**

|  |
| --- |
| **Section 2. Irish Text for Advert** |
| **Job Title** |  |
| **Name of Employer**  |  |
| **Website of Employer** | Website address must include https://www. |
| **Advertising Opening Date****The date you request the advert to be published on** [www.publicjobs.ie](http://www.publicjobs.ie) | Click or tap to enter a date. |
| **Advertising Closing Date** **Must be open for a minimum of 2 weeks** | Click or tap to enter a date. |
| **Location of Post****Specify county/counties as part of location**  |  |
| **Link to Advert on your Website** **Where candidates can access the full job description and details on how to apply. This must not be a third-party Website**  |  |
| **Job Description** **Brief job description to be included on** [www.publicjobs.ie](http://www.publicjobs.ie) – **this is a maximum of 2,000 characters** **If you provide a link to the vacancy on the employer website, this section does not have to be completed** **However, if you have included a job description in English, you must also complete this section in Irish** |  |

**External Advert – Request Form**

**3. Job Categories and Subcategories**

The below categories and subcategories will determine the job alerts that are issued to registered candidates via email. Please select the categories that are most relevant to your vacancy. To select a category, please place an X in the “Select” box below.

|  |
| --- |
| **Section 3. Job Categories and Subcategories** |
| **Category** | **Subcategories** | **Select** |
| **Administrative** | Clerical |   |
|  | General Administration |   |
|  | Other |   |
|  | PA |   |
|  |   |   |
| **Agricultural/Environmental** | Agricultural |   |
|  | Environmental Health |   |
|  | Forestry |   |
|  | Maritime |   |
|  | Meteorological |   |
|  | Planning |   |
|  | Veterinary |   |
|  | Wildlife |   |
|  |   |   |
| **Business Support** | Customer Service |   |
|  | Other |   |
|  | Porter |   |
|  | Services Officer/Service Attendee |   |
|  |   |   |
| **Dental/Orthodontics** | Dentist |   |
|  | Orthodontist |   |
|  |   |   |
| **Economics/Finance** | Accountant/Auditor |   |
|  | Other |   |
|  |   |   |
| **Education** | Academic |   |
|   | Inspector |   |
|   | Other |   |
|   | Principal |   |
|   | Psychologists |   |
|  | Teaching |   |
|   |   |   |

|  |  |  |
| --- | --- | --- |
| **Category** | **Subcategories** | **Select** |
| **Engineering/Architects/Planners** | Architectural |   |
|   | Engineering |   |
|   | Fire Officer/ Fire Adviser |   |
|   | Other |   |
|   | Planning |   |
|   | Surveying |   |
|   |   |   |
| **European Union (EU) Public Sector Jobs** | All |   |
|   |   |   |
| **Graduate and Trainee /Junior Management** | Graduate Opportunities |   |
|   | Other |   |
|   |   |   |
| **Heritage, Culture & Arts** | All |   |
|  |  |  |
| **HIQA** | All |   |
|  |   |   |
| **Human Resources** | All |   |
|   |   |   |
| **Information Technology** | ICT Other |   |
|   |   |   |
| **Legal** | Legal Secretary |   |
|   | Other |   |
|   | Parliamentary  |   |
|   | Solicitors/Barristers |   |
|  |  |  |
|  **Medical** | Doctor |   |
|  | Nurse/Nurse Management |  |
|  | Other |   |
|   | Psychologist |   |
|  |  |  |
| **Medical Consultant** | Anaesthesia |   |
|   | Donor Care |   |
|   | Emergency Medicine |   |
|   | Intensive Care |   |
|   | Medicine |   |
|   | Obstetrics and Gynaecology |   |
|   | Other |   |
|   | Paediatrics |   |
|   | Pathology |   |
|   | Psychiatry |   |
|   | Radiology and Radiation Oncology |   |
|   | Surgery |   |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Category** | **Subcategories** | **Select** |
| **Northern Ireland Public Sector Jobs** | All |   |
|   |   |   |
| **Other Career Areas** | All |   |
|   |   |   |
| **Professional / Technical** | Driver Tester |   |
|  | Other |  |
|  |  |  |
| **Research / Analysis** | Analyst |  |
|  | Investigator |  |
|  | Legal |  |
|  | Other |  |
|  |  |  |
| **Science Based** | Environmental Health |   |
|   | Laboratory |   |
|   | Other |   |
|   | Pharmaceutical |   |
|   | Physics |   |
|   |   |   |
| **Security / Emergency Services** | Firefighter |   |
|   | Garda |   |
|   | Garda Reserve |   |
|   | Other |   |
|   | Prison Service |   |
|   |   |   |
| **Senior Management / Senior Regulator** | All |  |
|  |  |  |
| **Social Care** | All |   |
|  |  |  |