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| Request to advertise on Jobtrain |
| **Guidance** |
| This form should be used to request a job advert be placed on the NHS Scotland Website ‘Jobtrain’ <https://jobs.scot.nhs.uk/>. This form is for use by the Deanery of Clinical Sciences.Adverts for non NHS Lothian vacancies can be advertised via the NHS Scotland Recruitment System (Jobtrain) by the NHS Lothian Recruitment Team.**Please attach the completed form to the job requisition prior to submitting to HR Operations**. HR Operations will then request that the advert is placed on the NHS website. |
| **Job Advert Details – please complete all sections fully** |
| People and Money Job Requisition Number (for UoE use) |       |
| Please complete the below fields to enable the advert to be placed on Jobtrain. |
| Replacement or New Post |       |
| Staff Category | Choose an item. |
| Department |       |
| Post Title |       |
| Number of Positions |       |
| Division | Acute Service Division |
| Hiring Manager Name |       |
| Contract Type | Choose an item. |
| If Fixed Term – Length of Contract |       |
| Base / Location |       |
| Hours |       |
| Grade (use UoE Grade and Grade Step) |       |
| Advertising Internal/External? | Choose an item. |
| Closing Date (if known) dd/mm/yyyy |       |
| PVG Required? Please select Yes or No. | Yes [ ]  No [ ]  |