

Job advertisement form

Dear Advertiser

Please use the form below to tell us about your advert. Please bear in mind the following points:

- Advertisers are reminded that the SfEP has [suggested minimum rates](#) for different types of editorial work. We will not advertise jobs that pay substantially below these rates.
- Be clear whether the work you are offering is
 - a permanent position or
 - a temporary position or
 - a freelance assignment (either one-off or recurring).
- If it is freelance, the [SfEP Code of Practice](#) gives a clear idea of the working relationship you should expect with a freelance member of the SfEP.
- Someone working as a freelance will have commitments to other clients as well as you. If you think the assignment you are advertising may be subject to changes (e.g. slippage in the schedule), it will save trouble later if that possibility is recognised at an early stage of negotiation.
- The majority of our members work from home. If the job can be done remotely, you will have a much wider pool of potential applicants than if you specify that it has to be done in house.
- Applicants appreciate an acknowledgement, even if they are not successful.
- Freelances do not receive regular appraisals. If you are able to provide feedback on completed freelance assignments, you should see the benefit in any subsequent work placed with that freelance.

Your advert details

Advertiser

Contact name

Email

Telephone

1. Nature of job

Contract type	Please choose
Job type	Please choose OR <input type="checkbox"/> Other (please specify below)
Job includes having to deal with	<input type="checkbox"/> notes <input type="checkbox"/> tables <input type="checkbox"/> illustrations <input type="checkbox"/> specific software <input type="checkbox"/> equations or mathematical notation <input type="checkbox"/> foreign language(s) (please specify below) <input type="checkbox"/> other (please specify below)
Medium	<input type="checkbox"/> book <input type="checkbox"/> journal <input type="checkbox"/> online content <input type="checkbox"/> other (please specify below)

2. Job description

Please give as much information as possible to describe the job being offered

Number of words

OR

Number of pages (state size)

Number of tables

Number of illustrations

3. Editorial experience required

Please give an indication of the level of editorial experience required of the applicant

Should respondents submit a CV or a personal statement to support their fitness for the job?

yes

no

4. Subject knowledge required

Please supply one subject keyword for the heading of the advert (e.g. maths, science, French, business)	
Please give an indication of the level of subject expertise required of the applicant	
Please indicate educational level of copy to be worked on if relevant (e.g. secondary education, specialist research)	

5. Frequency of work

Frequency	<input type="checkbox"/> one-off assignment <input type="checkbox"/> recurring (please specify below)
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6. Location

Where will the work be carried out?	<input type="checkbox"/> in house <input type="checkbox"/> can be done remotely <input type="checkbox"/> both
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7. Remuneration

Please give details of remuneration offered (e.g. £ per hour, £ per number of words/pages, fixed fee or negotiable) <i>NB Please bear in mind that we will not advertise jobs paying substantially below our suggested minimum rates</i>	
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1. Please **Save** this form and add your own advertiser name to the end of the filename.
For example: SfEPAnnounce-advert-form-CompanyA.pdf.
2. Then choose the **Submit form** button to email the form to the SfEP (administrator@sfep.org.uk).
3. Or, if sending a cheque, please **Print** the form and post to: SfEP, Apsley House, 176 Upper Richmond Road, Putney, London SW15 2SH.