**Vacancy Template**

School Name:

Country:

Brief Description of School:

Application e-mail address:

School’s Website:

-------------------------------------------------------------------------------------------------------

REPEAT THIS SECTION FOR MULTIPLE LISTINGS

Position Title:

Programme:

Closing Date for Applications:

Start Date:

Description of Position:

Package: Please include as much information as possible e.g. salary range, return flights, tution for dependants, housing, professional development etc.

This info is very important as it will ensure that you attract more applicants and do not lose time with candidates that are unable to accept your terms.