

Job Advert Analysis

Basic details	List the keywords for each answer here:
Company Name	
Job Title	
Job Reference	
Salary Offered	
Company Contact Name & Contact details	
Deadline for entries	
List of Documents to submit (e.g. application form, CV, covering letter)	
What format / gateway should it be submitted in? (in person, by post or email)	
What does the job need?	List the keywords for each answer here:
What skills are needed?	
What Personal attitudes are they looking for?	
What values does the company hold?	
What training or education is required?	
Do they want someone with previous experience?	

How do they want people to apply?	
What can you offer them as an employee?	
Do they welcome applications from disabled and/or culturally diverse applicants? (Y/N)	
How could you learn more about the business?	
Where is it based?	
How will you get there?	
Do you need security clearance?	
Do you need a driving licence?	
Any other observations or comments?	