

Unitemps at Canterbury Christ Church are a university owned recruitment agency which offers employers in Kent and Medway the opportunity to access and recruit thousands of students, graduates and members of the local community. Whether your requirement is temporary, permanent, part time or full time, we have a recruitment solution for you.

Unitemps process

Please read the form carefully and complete the relevant sections. Once completed, email this form to unitemps@canterbury.ac.uk and a member of the team will be in touch.

Company information

Company name:	<input type="text"/>
Company description:	<input type="text"/>
Job location:	<input type="text"/>
Recruiting manager:	
Name:	<input type="text"/>
Job title:	<input type="text"/>
Contact details:	
Phone:	<input type="text"/>
Email:	<input type="text"/>
Invoicing details (Not required for advert only, for these payment made through online shop):	
Name:	<input type="text"/>
Job title:	<input type="text"/>
Address:	<input type="text"/>
Email:	<input type="text"/>

Vacancy information

Job title:

Number of staff
required:

Start date:

End date:

Home based

Will the candidate be
working from home?

Yes: No:

Health and Safety

Please provide
details of any
workplace health
and safety risks to be
shared with
candidates and steps
taken to mitigate
them

**Experience, training,
qualifications,
authorisation legally
required** Any
experience, training,
qualifications
and authorisation
that are legally
required for the role.
Use N/A if none are
applicable.

For this last question, evidence for anything listed here will have to be checked as part of the candidate's RTW check (due to the Conduct Regulations) so this should only be completed by the client if the job legally requires a candidate to have a certain qualification/training (such as a driving licence, DBS etc.)

Hours and days of work:

Total hours
per week:
(e.g. 37.5 hours)

Typical working
pattern: (eg. Mon-Fri,
Sat-Sun, Various Shifts)

Dress code:

Job role:

Duties and
responsibilities:

Skills and
experience:

Person specification:
(Describe the skills
and attributes
required, any
qualifications or
experience needed?)

Applications to be
emailed to:

Employee
benefits: