



**Ministry of
JUSTICE**

Template for placing adverts on the Cabinet Office website for public appointment vacancies

Lord Chancellor's Directions, Appendix 11

Post* (e.g. Lay Member for Advisory Committee)

Appointing Body* (E.g. Advisory Committee Area)

Department/Sector* (e.g. Department of Health, Home Office)

Number of Vacancies* (in numerical form)

Location*

Vacancy description * (to include expectations in terms of time required to fulfil duties)

Person Specification

Time Requirements

Remuneration

Additional Information

Closing Date* (This HAS to be a date – if the closing date also has a time put that in Additional information AS WELL)

Interviews Start

How to Apply*

Reference Number

Regulated by OCPA*

*mandatory fields