**Inclusive job advert: Template View (to copy)**

**[Role Name] ([Specify working patterns])**

* [Salary];
* [Location];
* [Contract type];
* [Flexible work patterns];

We offer [describe the top 2 or 3 benefits you offer].

[Company name] is looking for a [short description on the role you are recruiting for]. [Description of the team this role is part of]. The ideal candidate has [specify top 2 or 3 details about what is expected from this role].

Responsibilities:

* [List of up to 5 key responsibilities];

Requirements:

* [List of up to 5 key requirements];

Flexible working:

[Description of available working patterns and company policy and attitude towards flexible working].

* For [flexible working pattern]: [describe minimum requirements and expectations]; [Add more working patterns as necessary]
* [Location specific requirements and expectations];
* When to talk flexibility: [note when you will discuss working pattern preferences with candidates]

Workplace adjustments:

At [company name] we work closely with employees to help them work at their best, including making adjustments such as [examples of common adjustments]. [Description of process to request reasonable adjustments during the recruitment process and examples].

How to apply:

* [How to apply, including link]. Submit your application before [date];
* Application responses by [date];
* Interview will take place w/c [date];
* We are aiming to make an offer by [date].

[Link to overview of your recruitment process, if available].

If you have any questions or there's anything we can help you with, get in touch with [Name, role]:

* [phone number];
* [email]