Template email to request access to advertise vacancies on NHS Jobs website

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To: [nhsbsa.nhsjobs@nhsbsa.nhs.uk](mailto:nhsbsa.nhsjobs@nhsbsa.nhs.uk)

Subject: Community Pharmacy request to advertise vacancies on the NHS Jobs website

To Whom It May Concern,

I work on behalf of a community pharmacy, and I am the responsible person for recruitment.

We hold contracts with the NHS that deliver a healthcare service to patients and are based in England.

It is my understanding that this means I fit the criteria to be able to advertise vacancies on the [NHS Jobs website](https://www.jobs.nhs.uk/) and I would therefore like to register as a user of the site.

I have supplied the following details to aid registration: -

Organisation name:

Contact full name:

Contact email address:

Contact telephone number:

I look forward to being notified of my registration or further details on how to create an account.

Thank you for your assistance and support in this matter, I look forward to advertising vacancies for my community pharmacy.

Kind regards,