

THIS ADVERT

This is our smallest box size advert and is 3cm high and 1 column wide and costs £56.25 + VAT*, and you would get approximately 30 words in this space.

THIS IS A WORDAGE ADVERT and will cost you £1.80 + VAT* per word. This advert is 26 words and would cost you £46.80 + VAT*

This advert

is 5 cm high and 2 columns wide and costs **£187.50 + VAT***

Depending on font size, bullet points, logo/picture etc, you'd get approximately 70 words in this space.

JOBSEARCH

Single column cm (scc) rate is £18.75 mono or colour less 5% early booking discount and series or repeat discounts if appropriate. VAT may be chargeable - see below.

This advert is

7 cm high x 2 columns wide

and costs **£262.50 + VAT***

Depending on font size, bullet points, logo/picture etc, you'd get approximately 120 words in this space.

This Advert

is 7cm high x 1 column wide and costs

£131.25 + VAT*

and you would get approximately 65 words in this space.

* UK registered charities are exempt from VAT on advertising with us provided you complete and return our exemption form within the time limit.

1 column - 44mm

2 columns - 91mm

3 columns - 138mm

4 columns - 185mm

Advertising. Your Questions Answered.

Q Where does Jobsearch appear?

A In print within one issue of Christianity and Youthwork magazines (total monthly print run minimum 23,000 copies). The text of your advert also appears in a listing on www.jobsearchmonitor.com (not logos or pictures).

Q How do I know what size advert I need?

A The examples attached show you some options plus the cost involved. If you're still unsure – email us the text and any logos or pictures and we will provide a quote. PLEASE NOTE logos and pictures must be supplied as JPEG or TIF file attachments to your email. We can lay out the advert for you and add colour or design effects of your choice.

Q What do I need to put in my advert?

A Name of organisation, company or church, job title, brief description of the position, salary (or salary range), contact details and an application deadline if desirable. PLEASE NOTE application deadline mustn't be earlier than issue date of the magazine, ie for the October issue the application deadline must be later than 1st October.

Q What if I want to design my own advert?

A That's absolutely fine. Just make sure when you book your space, you work to the exact dimensions as we cannot stretch or shrink image files. The finished ad needs to be emailed to us as a press-quality pdf, minimum 300 dpi CMYK, all fonts embedded.

Q Is there anything I can't say in my advert?

A You can't include anything that could appear discriminatory unless there is a Genuine Occupational Requirement – ie you can specify "female youth worker required" to work specifically with a group of young girls and you can specify "must be fit and able-bodied" for a church caretaker. You cannot, however, ask for "minimum 10 years experience" as this discriminates against younger applicants. To check current legislation visit www.acas.org.uk and www.cipd.co.uk

Q When do I need to book by?

A If it's before the 18th of the month, you're in the next issue AND you'll get 5% early booking discount. If it's after the 18th, we'll do our best but can't guarantee space. Text changes can be made up till the 23rd of the month.

Q When will my ad be published?

A As an example, if you book by 18th August, your ad will be in the October issue of the magazines. This actually means it'll be on www.jobsearchmonitor.com from early September and out in print mid-September.

Q What if I want the ad to go in more than one month?

A We offer series discounts for running an advert for more than one issue. Also, if you find you need to re-advertise the post within 6 months we'll give you a 5% repeat vacancy discount.

Q How do I pay?

A When the magazines are printed, we will send you a copy of either Christianity or Youthwork (let us know which when you book) together with our invoice which is payable within 30 days.

Q What if I have to cancel my booking?

A If we are holding space for you then we may have to turn others away. If you cancel before the 20th of the month there are no charges; after that we charge 50% cancellation fee (waived if you are just moving to a later issue).

Q We are a charity, do we have to pay VAT?

A If you are a UK registered charity (most established churches are), then we do not have to charge you VAT for advertising with us. Print off the exemption form at the end of this document, complete and sign it, then post it to arrive with us 5 days before the magazines are distributed, so we do not charge the VAT on your invoice. If we have raised the invoice before we receive your VAT form, you will need to claim the VAT back from HM Revenue and Customs. Please note that the advert must be booked under the same church or organisation name as that on the VAT exemption form.

Q Why use Jobsearch?

A Mike Salter of Winchester – "My advertisement was placed in the Methodist Recorder, Baptist Times and Church of England Newspaper as well as in Christianity and your on-line service. Almost all of the response came from your publication/web site, two of the three short list candidates came from there (the third was an internal applicant) and the person we appointed is one of the Christianity readers. When I am not recruiting Lay Workers for our church I run a senior management recruitment business and am used to paying many thousands for a Telegraph or Sunday Times ad so I can only say that your publication represents good value!"

Now - if you're ready to book or request a quote, or have any further questions, email Moura at jobsearch@premier.org.uk or call 01892 653123.

TERMS & CONDITIONS OF ACCEPTANCE FOR ADVERTISING IN ALL CCP PUBLICATIONS

1. All advertisements are accepted subject to approval of copy and to space being available. They must comply with the British Code of Advertising Practice.
2. Advertisements are accepted on the express understanding that the Advertiser warrants that the advertisement does not contravene any of the provisions of the Trade Descriptions Act 1968.
3. The Publishers reserve the right to omit or suspend an advertisement at any time without assigning a reason for so doing; in this connection, no claim on the part of any Advertiser or Advertising Agency for damages or breach of contract shall arise.
4. Where booking or copy deadlines fall at a weekend deadlines will move to the preceding Friday. The Publishers reserve the right to apply alternative deadlines for issues worked on in December.
5. Where complete artwork does not reach the Publishers by the copy date we reserve the right to repeat the last advertisement of the nearest size.
6. Copy and artwork are, in all cases, subject to the Publishers' approval. While every care will be taken, the Publishers will not be held responsible for damage to, or loss of, artwork.
7. All artwork, however supplied, will be destroyed one month after the issue appears unless written notice to return it is received.
8. No guarantee can be given for the insertion of an advertisement in any specified position, unless additional premium is paid, but, wherever possible, the Advertiser's wishes will be observed.
9. Cancellation or suspension of orders cannot be accepted without penalty unless instructions are received before booking deadline for the relevant issue.
10. The Publishers accept no liability for any loss or damage caused by an error in accuracy in the printing of any advertising and reserve the right to amend or omit without prior notice to the Advertiser.
11. While every effort will be made to keep prices stable, the Publishers reserve the right to match any inflation in printing prices and overheads by increasing the prices quoted on this rate card, without prior notice. In addition, in the event of promotional opportunities substantially increasing the print run, we reserve the right to raise rates proportionally. In these cases quoted prices for confirmed bookings will be honoured.
12. New advertisers are those who have not previously advertised in any CCP title. New advertiser discount only applies to display, insert and classified advertising.

Mechanical Data

Trim size: 297mm x 210mm
Type area: 270mm x 186mm
Bleed size: 303mm x 216mm
Column width: 44mm classified
Screen: 150–175 lpi
Copy on disc or CD, accompanied by hard copy proof, to address overleaf, or via email as a press-quality pdf, tif or jpeg.
Quark 6 or eps files with embedded fonts also acceptable.
All images to be supplied at a minimum resolution of 300 dpi.
Colour images must be CMYK.

Terms (Strictly 30 days net)

Interest at current bank rate (pro rata) is payable on overdue accounts. Minimum charge one month's interest.

VAT Exemption

Charitable organisations are not required to pay VAT on advertising. However, CCP are required to charge VAT unless we hold a signed VAT exemption form for your organisation at the time of invoicing your booking. Please ask us for a form when you book your space.

VAT Exemption Form

The following page may be printed off, completed and returned to us at the address on the form.

CHARITY ADVERTISING Request for Zero-Rating

Registered Charity Number

I(full name)

..... (status in organisation)

of

.....(name and address of organisation)

declare that the above named charity is buying from:

**CHRISTIAN COMMUNICATIONS PARTNERSHIP LTD
PO BOX 17911, LONDON, SW1P 4YX**

Charity advertising eligible for zero-rating under the 1994 VAT Act, Schedule 8, Group 15, item 8.

..... (signature)(date)

There are severe penalties for making a false declaration. If you are in any doubt about the eligibility of the goods and services you are buying, you should seek advice from your local VAT office before signing this declaration.

The production of this certificate does not authorise the zero-rating of the supply. It is the supplier's responsibility to ensure that the goods and services supplied are eligible before zero-rating them.

Please note that we must receive this form completed and signed prior to invoicing otherwise VAT will be payable.

**Please return form to:
Sue Bastin
CCP, Broadway House, The Broadway,
CROWBOROUGH, East Sussex TN6 1HQ**