**Careers Network e-News**

**Booking form 2014/15**

|  |  |
| --- | --- |
| **Company:** |  |
| **Main contact details** |
| **Contact Name:** |  |
| **Telephone Number:** |  |
| **E-mail:** |  |
| **Invoicing for e-Newsletter fee** **You will not be invoiced until after your e-Newsletter entry has been published.****Please note that our preferred method of payment is by credit/debit card through the University Online Shop.** |
| **Payment method** | **Online Shop** **[ ]**  | **Invoice** **[ ]**  |
| **If you require an official invoice, you must include your correct invoice address, VAT number and Purchase Order number. If you do not operate a Purchase Order System, please indicate this below.** |
| **Contact Name:** |  |
| **Invoice Address:** |  |
|  |
|  |
|  |
| **Postcode:** |  |
| **Invoice information** (**to confirm your booking, you must state your** **VAT number**) |
| **VAT Number:** |  |
| **PO Number:** |  |
| If your company does not operate a Purchase Order number system please tick*[ ]*  |
| **All Student Central Year Group e-Newsletter details – please select any that apply** |
| **e-Newsletter publication date**(please refer to date options on page 2) |  |
| **Year Group Newsletters**(For all students) | 1st [ ]  | 2nd [ ]  | Final [ ]  |
| **College e-Newsletter details – please select any that apply** |
| **e-Newsletter publication date**(please refer to date options on page 2) |  |
| **College Newsletters**(For specific colleges – **please note that these e-newsletters are not sent out during vacation periods**) | Arts and Law | [ ]  |
| Engineering and Physical Sciences | [ ]  |
| Life and Environmental Sciences | [ ]  |
| Social Sciences | [ ]  |
| *Please note that the charge of £120 + VAT applies to each newsletter selected* |
| **e-Newsletter entry** |
| **E-news text**(maximum **50** words, no images) |  |
| **Contact details or Website address** | To find out more, please … |

**Please note that the publication of messages from external partners is subject to the approval of Careers Network.**

To confirm your booking, please return this form as soon as possible to:

The Employer Relations Team, Careers Network, University of Birmingham, Edgbaston, Birmingham B15 2TT

Email: recruiters@contacts.bham.ac.uk or fax 0121 414 6129

**Careers Network e-News issue dates 2014/15**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Month** | **Year Group e-News** | **Arts & Law** | **Engineering and Physical Sciences** | **Life and Environmental Sciences** | **Social Sciences** |
| **October 2014** | 6th, 20th  | 2nd, 10th, 30th | 15th, 29th  | 2nd, 10th, 30th  | 1st , 14th  |
| November | 3rd, 16th  | 13th, 27th  | 12th, 26th  | 13th, 27th | 4th, 25th  |
| December | 1st, 15th  | 11th  | 18th  | 11th |  |
| **January 2015** | 5th, 19th  | 15th, 29th  | 14th, 28th  | 15th, 29th | 21st |
| February | 2nd, 16th  | 12th, 26th  | 11th, 25th  | 12th, 26th | 11th |
| March | 2nd, 16th, 30th  | 12th, 25th  | 11th, 24th  | 12th, 25th  | 4th, 25th  |
| April | 13th, 27th  |  |  |  |  |
| May | 11th, 25th  | 7th, 21st  | 6th, 20th  | 7th, 21th  |  |
| June | 8th, 22nd  | 3rd  | 2nd  | 3rd  |  |
| July | 6th  |  |  |  |  |
| August | 3rd  |  |  |  |  |

**\*(BH) – Bank Holiday, e-newsletters will be sent out the following day**

**Schools in the College of Arts and Law**

Archaeology and Antiquity; English, Drama and American and Canadian Studies; History and Cultures; Languages, Cultures, Art History and Music; Philosophy, Theology and Religion

**Schools in the College of Engineering and Physical Sciences**

Chemistry; Chemical Engineering; Civil Engineering; Computer Science; Electronic, Electrical and Computer Engineering; Mathematics; Mechanical Engineering; Metallurgy and Materials; Physics and Astronomy

**Schools in the College of Life and Environmental Sciences**

Biosciences; Geography, Earth and Environmental Sciences; Physiotherapy; Psychology; Sport and Exercise Science

**Schools in the College of Social Sciences**

Birmingham Business School; Education; Government and Society; Social Policy