**RECRUITMENT REQUEST APPLICATION**



Please use this form when recommending a new position be created or when an existing position is to be filled

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | | LOCATION OF POSITION | |
| Requesting Manager |  | |  |
| Position Title |  | |  |
| Is this a new position? | Yes No | | |
| Is the position currently vacant? | Yes No | | |
| Is the Position Description up to date? | Yes No  ***(Please submit the position description with this application)*** | | |
| Recommended Salary Details  Annual Salary  Hourly Rate  Award & Classification/Level | $ | | |
| Position Type | Full – time ⃝ Part- time ⃝ Casual ⃝ Temporary ⃝ | | |
| Contract Type | Casual Letter of Offer ⃝ Employment Contract ⃝ | | |
| Special Conditions: | | | |
|  | | | |

**CHECKED BY HR**

|  |  |
| --- | --- |
| Have you attached the Position Description and other relevant documentation for this position? | Yes No |
| HR OFFICER Checked |  |
| Date: |  |

**APPROVAL**

|  |  |
| --- | --- |
| Date: | Date: |
| APPROVED/NOT APPROVED | APPROVED/NOT APPROVED |
| Chief Financial Officer | Chief Executive Officer |
| Signature: | Signature: |

Once approval is received the following advertisement details will be needed:

**Advertising Information**

Where would you like to Advertise

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Vacancy Advertisement Date: | | From: | | | To: | |
| Where do you want the job advertised? Please select from the following: | | | | | | |
| Locally: ⃝ All Tiwi ⃝ Bathurst Only ⃝ Pirlangimpi Only ⃝ Milikapiti Only | | | | | | |
| ⃝ NT News | ⃝ Seek | | ⃝ Ethical Jobs | ⃝ | | ⃝ |
| ⃝ Other  Please specify: | | | | | | |