**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:** | | | |
|  | | | |

**CEO INITIAL APPROVAL TO PROCEED**

|  |
| --- |
| **Approved for recruitment Date:**  **Signed:** |

**CHECKED BY HR**

|  |  |
| --- | --- |
| **Is the Position Description and other relevant documentation for this position completed?** | **Yes No** |
| **HR OFFICER Checked** |  |
| **Date:** |  |

**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:** | | | | | | |
| **If you have an ideal candidate that you are recommending for the position, please attach their resume with references to this form and send to** [**maria@titeb.com**](mailto:maria@titeb.com) | | | | | | |

**FINANCE APPROVAL AND EMPLOYMENT CONTRACT**

|  |  |
| --- | --- |
| **Date Received:** | **Contract Completed and Certified** |
| **APPROVED/NOT APPROVED** | **Yes No** |
| **Chief Financial Officer** |  |
| **Signature:** |  |

**DETAILS OF PERSON COMMENCING**

|  |  |
| --- | --- |
| **Name** |  |
| **Dates** | **Start Date: End Date:** |
| **Hours of Work per Week** |  |
| **Position will Report To** |  |
| **Probation Period** |  |
| **Position Funded By** |  |

**\*\*Finance forwards the Employment Contract to the Chief Executive Officer for Endorsing and final check before issuing to the employee.**