Recruitment Requestion Form

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| --- | --- | --- | --- |
| To: |  | Date: |  |
| From: |  | Level of Priority: |  |
| Position Title: |  |
| Department / Team: |  |
| Reports to:  |  | *(attach job description)* |

|  |  |
| --- | --- |
| This position is |  |
| a) Vacant OR | a) New |
| b) Permanent OR | b) Temporary ORContract starts:Contract Ends: | b) Independent ContractorContract starts:Contract Ends: |
| c) Full time OR | c) Part TimeDays/ hours |
| d) Casual OR | d) ShiftDetails: |

Remuneration

|  |  |  |  |
| --- | --- | --- | --- |
| Salary band:  |  | Salary range:  |  |
| Car:  |  | Maximum Value: |  |
| Superannuation scheme: |  |
| Bonus Scheme: |  |
| Other Benefits: |  |
| Authorisation:  | Date |