Recruitment Requestion Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 OR  Contract starts:  Contract Ends: | | b) Independent Contractor  Contract starts:  Contract Ends: |
| c) Full time OR | c) Part Time  Days/ hours | | |
| d) Casual OR | d) Shift  Details: | | |

Remuneration

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