

VACANCY ORDER FORM – FOR EMPLOYER USE



COMPANY DETAILS

COMPANY NAME: CONTACT NAME: TITLE:
 ADDRESS: PHONE: INDUSTRY DESCRIPTION:
 FAX:
 ABN: EMAIL: NO OF VACANCIES:

VACANCY REQUEST DATE: / /

POSITION DESCRIPTION:

POSITION TITLE: FULL TIME PART TIME PERMANENT CASUAL

WEEKLY HOURS: HOURLY RATE: \$ BASE SALARY: \$ START DATE: / /

OVER TIME: YES NO SHIFT: DS AS NS Other Shift

SPECIFIC LICENCE OR QUALIFICATION REQUIRED: NO / YES (please specify)

DETAILED JOB DESCRIPTION:

SPECIFIC CANDIDATE REQUIREMENTS:

SERVICE AGREEMENT: THE ABOVE CLEARLY DESCRIBES THE EMPLOYER REQUEST FOR RECRUITMENT SERVICES, MADE NO LATER THAN THE PLACEMENT DATE.

Employer Representative: **DATE:** / / **SIGNATURE:**.....

OFFICE USE ONLY

EMPLOYER ID:		VACANCY ID:		SOURCE:	
SERVICE TYPE: N/C	FEE STD \$	FEE GTD	%	LH	