

Employer Details

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Normal opening hours: \_\_\_\_\_

Observations of Employer / Workplace: e.g. Busy Highly Regarded Well known Close-knit team

Vacancy Details

Job Title: \_\_\_\_\_ Number of Jobs: \_\_\_\_\_

Referral Method:  Email Resume Summary Number of Refs: \_\_\_\_\_

Other: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Avg Hours per week: \_\_\_\_\_ Permanent / Temporary / Casual

Avg shifts per week: \_\_\_\_\_ Avg Hours per shift: \_\_\_\_\_

Hours to be on: (circle) Mon Tues Wed Thurs Fri Sat Sun ANY / ALL

Between: \_\_\_\_\_ am / pm and \_\_\_\_\_ am / pm

Are hours negotiable? Mornings Lunch Afternoons Dinner Evenings Nights ANY / ALL

Outline of main duties: (please list a minimum of 4 main duties)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Training will be provided  Experience in a similar role preferred / required \_\_\_\_\_ yrs

This position may involve:

Customer Contact  Handling money or alcohol  Long periods of Standing or Sitting

Contact with Children  Heavy Lifting  Repetitive Movements

Quals / Licences / Tickets Required: (circle if essential, tick if preferred)

Car Forklift GSI First Aid Certificate Child Suitability Card RSA Gaming Licence

Other: \_\_\_\_\_

Transport:  Public Transport Available  Own Car is required to perform duties

Public Transport NOT Available  Must have reliable lift to work / own transport

Skills / Abilities required: e.g. Good Communication skills Well Presented Customer Oriented

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe other Factors / Ideal Candidate: e.g. Junior Age

Source: \_\_\_\_\_ Date: \_\_\_\_\_ Rep: \_\_\_\_\_