




*Please consult with HR and DOM re timeframe requirements

RECRUITMENT REQUEST FORM			
Position Title	Program Facilitator		
Line Manager	State Program and Engagement Coordinator	Code	TCTR
Preferred advertisement date	Start	12/07/2023	Preferred Start Date 07/07/2023
	End	19/07/2023	
Level/Grade	4.1	Office Location	TAS
CONTRACT OF EMPLOYMENT			
Contract Type	Permanent Part Time		
Length of contract (ongoing or specify end date)	Ongoing	Hours Per week	22.8
REASONS FOR RECRUITMENT			
Replacement Role			
IT EQUIPMENT			
Do you require any IT equipment for this role?	No		
<i>*If selected yes, please note the Line Manager is responsible for organising IT equipment by first getting approval from National Finance Manager prior to contacting CompNet to organise. If IT equipment cannot be organised by the start date, the start date will need to be rethought.</i>			
ADVERTISING			
<input checked="" type="checkbox"/> Ethical Jobs			
<input checked="" type="checkbox"/> SEEK.com			
<input type="checkbox"/> Community Website	If yes, specify;		
<input type="checkbox"/> Other	If yes, specify;		
AUTHORISATION			
Line Manager	Name (Print full name)	Signature	Date (dd/mm/yy)
DOM	Name (Print full name)	Signature	Date (dd/mm/yy)
FINANCE Manager	Jecelyn Anjani NAME (Print full name)	 Signature	12/06/23 Date (dd/mm/yy)
HR/ CEO (if applicable)	Name (Print full name)	Signature	Date (dd/mm/yy)