



*Please consult with HR and DOM re timeframe requirements

RECRUITMENT REQUEST FORM			
Position Title	Program Facilitator		
Line Manager	Christopher Braddock	Code	ASNOW
Preferred advertisement date	Start	13/06/23	Preferred Start Date 26/6/23
	End		
Level/Grade	4.1 \$39.26	04/07/2023 \$41.52	Office Location ACT
CONTRACT OF EMPLOYMENT			
Contract Type	Fixed Term Part Time		
Length of contract (ongoing or specify end date)	30 Jun 2025	Hours Per week	0.6- 0.4
REASONS FOR RECRUITMENT			
New Role			
IT EQUIPMENT			
Do you require any IT equipment for this role?	Choose an item.		
*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.			
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	Christopher Braddock		13/06/2023
	Name (Print full name)		Signature
DOM			
	Name (Print full name)		Signature
FINANCE Manager	Jecelyn Anjani		27/06/2023
	NAME (Print full name)		Signature

Once approved by Hiring Manager, Development and Operations Manager and Finance Manager, send one completed form to HR for actioning.

HR Checklist

- Amend PD to appropriate state
- Post ad to approved sites
- Send MARCOMS updated PD, Job Board Link(s), and closing date for updating on CREATE Website
- HR to send Job Pack to hiring manager