



Recruitment Requisition Form

An up-to-date position description must be attached to this form (approved by an Executive Manager).

Position Title:			
Hiring Manager(s):			
Department:			
Section/Campus:	Junior School	Senior School	Whole School/Campus
Commencement Date:	(DD/MM/YYYY):		
Position Details:	New Position - Business case must be attached		
	Staff Replacement	Name:	
		Reason:	
		Last Working Day:	
Type of Contract:	Ongoing (Permanent)	Maximum Term* - End Date (DD/MM/YYYY):	
Working Pattern:	Full Time	Days per week:	
	Part Time	Hours per week & FTE:	
	Casual	Permanent	Temporary
Averaging:	Will the employee work during non-term time?		Yes No
Is this position included in the department's budget?	Yes	\$	per annum per hour
	Proposed MEA Classification:		
	No. Sign-off from the Principal required. Business case must be attached.		
Recruitment Platforms:	Christian Jobs <i>*salary range required</i>	The Leader <i>*\$\$ Budget Approval required</i>	Education HQ (FREE)
	SEEK <i>*salary range required</i>	SMH <i>\$\$ Budget Approval required</i>	Teachers on Net (FREE)
	TASC website (FREE)	Danebank Social Media	AGSA/Alliance website (FREE)
	Other		
Suggested Interviewers:			
Ad Duration:	Weeks	Closing date for applications (DD/MM/YYYY):	
Approvals:	Executive Manager	Principal / Deputy Principal	Date (DD/MM/YYYY):

* If this is a maximum term position, you must give HR a justification along with this form.