



Working together to build a better future

QF207	RECRUITMENT REQUEST FORM
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Name of Customer							
Number of Lifestyle Attendants required							
SHIFTS REQUIRED							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am - 8am							
8am - 9am							
9am - 10am							
10am - 11am							
11am - 12pm							
12pm - 3pm							
3pm - 6pm							
6pm - 9pm							
9pm - 11pm							
Overnight							
Total number of shifts required			Female LA		Male LA		
(Please tick the box next to your preference)							
Title of position							
Reporting to							
Reason for requisition (replacement, transfer, increase in headcount)							
Ideal start date							
Category of employment (full time, part time, fixed term, casual, contractor)							
If appointment is temporary or casual, how long is it required for?							
Type of Care							
Special Requirements							

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ESL – please advise language sought			
Other benefits (e.g. motor vehicle or KM reimbursement)			
Additional Requirements e.g. travel			
Risks of NOT filling or delaying to fill the position			
Advertising Medium (direct or agency)			
Requested by			
Name			
Signed		Date	
Approval by Line Manager			
Name			
Signed		Date	
Time Frame			
Urgent			
24 Hours			
48 Hours			
72 Hours			
<p>Recruitment Requests must be approved by the People and Culture Manager.</p> <p>Please attach the Position Description.</p>			
1.		Check CIMS first to ascertain availability of current employees – Provide Evidence	
2.		Email sent to LA's – Provide Evidence	
3.		Check talent pipeline	
4.		Contact Free service - JNA	
5.		Advertise Gumtree, Seek etc	