

RECRUITMENT REQUEST

Recruiting will not commence until this form is completed and approved with a Position Description Attached.

Date: _____

Business Unit: _____ Department: _____

Job Title: _____ Oracle Cost Code: _____

Tick If: New Position Replacing Existing Staff Member

Reason for New Position:

Name of Present Incumbent:

Position Reports to:

Proposed Salary: \$ _____

Existing Staff Salary: \$ _____

Target Starting Date: _____

Benefits/Allowances:

Length of Probationary Period: _____

Recommended By: _____ Date: _____

Department Head: _____ Date: _____

HUMAN RESOURCES

Comments:

Human Resources Advisor: _____ Date: _____

AUTHORISATION

Authorised : _____

Date:

(Managing Director of Business Unit)_____