

Authority to Recruit

Please complete this form, and forward it to your CEO/Director for approval (in accordance with the authority matrix) before sending it to the Recruitment & HR Services:

recruitment.hr@sjog.org.au

Position Title	
Division	
Department/Unit & Cost Code	
Enterprise Agreement & Level	
Hours per fortnight/FTE	
Manager	
Name & number of divisional contact for advertising	
Shift pattern	
Permanent / temporary (include dates) or casual	
Reason for request / previous incumbent	
Internal / external advertising	
Advertising Dates (Start and End Dates)	
Any mandatory requirements (certificates, experience etc.)	
Applicants to address selection criteria (Yes/No)	
Assistance with screening/shortlisting (Yes/No)	
Interview date/s and time/s *Please ensure you have secured an interview room	
Interview panel member names	
Preferred Start Date	
Director approved (Yes/No) Name/Signature:	
CEO approved (Yes/No) Name/Signature:	