**Advertising template**

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| **Title** | Job Title |
| **Bullet Points** | * Flexible part-time hours (15 hours per week) * Country living 40 minutes from the CBD * Dynamic NFP organisation (Salary packaging advantages) |
| **Catch-phrase (seek)** | Are you excited about (your profession)? Are you suitably qualified and experienced? Do you want flexible part-time hours and salary packaging? Read on… |
| **Status** | Full-time/Part-time/Casual/Temp/Maternity Leave |
| **Remuneration** | $Remuneration or $Negotiable or leave blank |
| **Intro** | Usually taken from “about us” on your website. |
| **Report and Responsibilities** | Reporting to the (????????) Manager, the successful applicant will be responsible for providing (main duties?) to our growing client base. |
| **Qualifications, Skills & Experience** | The ideal applicant will (list qualifications, registrations, skills and experience), eg:   * [Insert Key Selection Criteria from the position description] |
| **Advice & Contact Details** | Applicants must address the key selection criteria which are contained in the Position Description which can be obtained on [www. [TAFE].org.au](http://www.mrh.org.au) or by e-mailing [greg.reiffel@ [TAFE].org.au](mailto:greg.reiffel@mrh.org.au). For further details please contact (name and telephone #). |
| **Conclude with** | Please forward your covering letter (addressing the key selection criteria) and resume to [greg.reiffel@ [TAFE].org.au](mailto:greg.reiffel@mrh.org.au). or if “seek” – click apply now |
| **Closing date** | Closing date for this appointment is COB Friday XXXX . |

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| **Requirements** | Please note that any offer of employment will be subject to:   * Proof of right to work in Australia * Proof of credentials (qual’s & registrations) * Satisfactory reference checks * Current National Police Check (applicant to obtain) * Working with Children Check (applicant to obtain) * 6-month probationary period |
| **EEO Statement** | [TAFE] is an equal opportunity employer. |