**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)
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| **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]
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| **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. 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. 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
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| **EEO Statement** |  [TAFE] is an equal opportunity employer. |