


Request to Recruit

Hiring manager completes form and sends to General Manager for approval

General Manager approves form and sends to HR for review

HR reviews form and requests Executive approval

Once approved, HR will contact hiring manager to discuss advertising

| Vacancy Details | | | | | |
|---|---------------------|---|--|------|--|
| Position Title | | | | | |
| Program Name | | Program Code | P0 | | |
| Reporting Manager Title | | | | | |
| Working Location | | | | | |
| Contract Type | | | | | |
| Contract hours | hours per fortnight | End Date (if Fixed Term) | | | |
| Total Vacant FTE | | Within Budget? | Yes | No | |
| Proposed Salary Range | \$ | EA Classification | | | |
| Reason for Request <i>Please provide details, including name of previous incumbent, if applicable.</i> | | | | | |
| Resources (linked from Marty) | | | | | |
| Enterprise Agreement 2022 | | Schedule 2 Rates of Pay 2023-2024 | | | |
| Position Description Template | | Talent Finder Procedure | | | |
| General Manager Approval | | | | | |
| Comments | | | | | |
| Name | | Signature | | Date | |
| Please email this completed form to hr@marathonhealth.com.au. | | | | | |
| HR Review | | | | | |
| Reviewed by: | Date: | | | | |
| Executive Approval | | | | | |
| Name | | Signature |  | Date | |