



# BTW Vacancy Form

This is a FREE Vacancy Listing Service for Employers. You can **call us (03) 962-2560** anytime or you can print → fill → fax this form at (03) 962-256. You can also save this form and edit it with Adobe Reader XI (download link). Use Comment button on the top right → Annotations menu → Text Tool → Fill all relevant information → Save locally → Email or fax at (03) 962-256.

### Contact Details

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Details Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### Job Details

Job title: \_\_\_\_\_ Hours of work: \_\_\_\_\_

Full time / Part time / Temp: \_\_\_\_\_

Start date: \_\_\_\_\_ Hourly rate: \_\_\_\_\_

Job description available: Y or N \_\_\_\_\_ Licences required: \_\_\_\_\_

### Key Tasks

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

### Skills Experience Required:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_