**South Western Sydney PHN Recruitment Advertising Request**

Please complete this form electronically and email to [practicevacancies@swsphn.com.au](mailto:practicevacancies@swsphn.com.au?subject=Practice%20Vacancies), along with either:

* Your job advertisement in word format for uploading onto the website, including the following information:
  + Position title
  + Employer organisation
  + Closing date of applications
  + Start date for position
  + Work type (full-time, part-time, contract, casual permanent, temporary)
  + Salary
  + Location
  + Position description
  + How to apply – name, phone, fax, email details

OR

* Complete the information in the template on the following page.

|  |  |
| --- | --- |
| **Practice Details** | |
| **Contact Name** | ❑ By ticking this box, you are indicating that you are authorised to place this advertisement on behalf of the employer organisation for which the vacancy applies to. The advertisement will not be placed unless this box has been ticked. |
| **Employer Organisation** |  |
| **ABN** |  |
| **Email** |  |
| **Phone** |  |
| **Address** |  |
| **Suburb & Postcode** |  |

**Recruitment Advertisement Template**

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| --- | --- |
| **Position Details** | |
| **Position Category (select One)** | ❑ Allied Health  ❑ General Practice   * Nurse in General Practice |
| **Position Title** |  |
| **Employer Organisation** |  |
| **Application Closing Date** |  |
| **Position Start Date** |  |
| **Work Type  (full-time, part-time, contract, permanent casual, temporary)** |  |
| **Salary** |  |
| **Location** |  |
| **Position Description** |  |
| **Apply To** | |
| **Name** |  |
| **Phone** |  |
| **Fax** |  |
| **Email** |  |