

JOB VACANCY DETAILS

Job No.
Date received:

Job Title:

Employer:

Address:

Days/hours/
shifts:

Pay: per hr/week/annum Negotiable/depends on age/experience
(delete as appropriate)

Brief description
of duties:

Length of job: Permanent ☒
Temporary ☐ until
Seasonal ☐ until

To start: ASAP.....

Preferences:

Aged over 18 (only if legally required, e.g. Aged 18+ for
liquor licensing requirements)

Previous experience required? Yes ☒ No ☐

Qualifications required? Yes ☐ No ☐

IF YES, please state which

Any other
preferences/
details:

Number of workers to be employed: 1

CONTACT NAME

Contact No.