



YBE(2) PTY LTD

## HRMFRM119 Recruitment Request Form

### Section 1: Department Recruitment information (Circle appropriate in part A & B )

|   |               |          |            |     |             |        |          |      |
|---|---------------|----------|------------|-----|-------------|--------|----------|------|
| A | Admin         | Workshop | BFT        | RDA | Civil       | Enviro | EARC     | Exec |
| B | EBA Permanent |          | EBA Casual |     | Labour hire |        | Contract |      |

### Section 2: Recruitment position details

|                                 |   |
|---------------------------------|---|
| Position Title                  |   |
| Justification for position      |   |
| YBE skill level (Refer to EBA): |   |
| Accommodation type (tick)       | <input type="radio"/> Private Accommodation<br><input type="radio"/> YBE House Required |

### Section 3: Advertising and candidate credentials

Describe the skills required (licences, tickets, qualifications etc – will be used to develop appropriate advertising):

### Section 4: Approval

|                          |           |  |
|--------------------------|-----------|--|
| Requester Details        | Name      |  |
|                          | Title     |  |
|                          | Signature |  |
|                          | Date      |  |
| Approver Details         | Name      |  |
|                          | Title     |  |
|                          | Signature |  |
|                          | Date      |  |
| Final Approver (CFO/CEO) | Name      |  |
|                          | Title     |  |
|                          | Signature |  |
|                          | Date      |  |