



Job Specification

Date received _____ Job number _____

Job title _____

Reporting to & title _____

Company name _____

Address _____

Telephone _____ Facsimile _____ Mobile _____ Email _____

Contact name _____ Contact position _____

Contact reference _____

Company profile _____

Regular duties/responsibilities _____

Position description _____

Skills/equipment required _____

Applicant profile _____

Equipment used _____

Education or qualification _____

Career progression _____

Environment (staffing) _____

Salary range (inc. super, bonus, commission, vehicle, parking, other benefits) _____

Hours (inc. shifts or o/time) _____ Full-time/Part-time _____

Do you need a temp? _____

Exclusivity? Yes/No _____

Advertising details _____

Client rate quoted _____

Authorised and acceptance of terms of business

Signature _____ Date _____

Office use only

SY Code _____ CV Code _____

Consultant _____

date client con ltr sent _____

date client applic. ltr sent _____

date unsuccessful _____