

JOB BUILDER

BLIGH APPOINTMENTS
7TH FLOOR, DYMOCKS BUILDING
428 GEORGE STREET
SYDNEY, N.S.W. 2000
TEL: (02) 9235 3699
FAX: (02) 9221 3480
EMAIL: enquiries@blighappointments.com

BLIGH
RECRUITMENT MADE EASY

Date: _____

Company Name: _____

Company Contact: _____ Position Title: _____

Tel: _____ Email: _____

Is this position Exclusive? _____

Have Business Terms been agreed? **YES** **NO**

Rate Agreed _____

What is the position Title: _____

Reporting to : _____ Title _____

Is the role **Temporary** **Contract** **Permanent**

Reason for position vacancy _____

Salary Range (Pkg.) _____ OR Hourly Rate _____

Additional Benefits _____
(Parking, medical, mobile phone, novated leases, etc.)

Start Date : _____ Contract duration: _____

Will you be providing a detailed Job Specification: **YES** **NO**

Describe ALL duties the person will be performing/ Responsible for: _____

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Are there any Direct Reports (Name / Position Title): _____

What are the Technical skills required for this position:

Essential: _____ **Desirable:** _____

_____	_____
_____	_____
_____	_____
_____	_____

What are the qualifications required for this role? _____

What are the Key behavioral competencies required for this position? _____

At what stage is this position in your recruitment process _____
(advertised, 2nd interviews, other agencies, internal, etc)

Please complete & fax to BLIGH