



**HUMAN RESOURCES  
REQUEST TO ADVERTISE FORM (page 2)**

**SECTION 5 - ADVERTISING DETAILS** [Advertising ([http://www.hr.uwa.edu.au/policy/toc/recruitment\\_and\\_selection/advertising](http://www.hr.uwa.edu.au/policy/toc/recruitment_and_selection/advertising))]

Requested date of advertisement  (dd/mm/yy) or ASAP

NB: this request should reach Human Resources no later than the Friday 7 days prior to the requested Saturday lodgement

UWA internal advert only  West Australian  The Australian—HES  UWA External Web only

Other (please specify)

Requested closing date of advertisement  (dd/mm/yy) or ASAP

NB: Normal closing dates after the placement of advertisements: general staff - 2 weeks; academic staff - minimum of 4 weeks

- All externally advertised positions will be posted automatically to Jobs@UWA and seek.com
- The Diversity Job Bank (DJB) should also be considered for general staff vacancies. Contact Equity & Diversity on 6488 3873

**SECTION 6 - ESSENTIAL DOCUMENTATION**

Draft Advertisement - send electronically (doc or rtf) to [ros.stevenson@uwa.edu.au](mailto:ros.stevenson@uwa.edu.au)

Position Description (inc. selection criteria) - Academic positions to be sent electronically (doc or rtf) to [ros.stevenson@uwa.edu.au](mailto:ros.stevenson@uwa.edu.au).

Search Plan (for all Academic Appointments of 3 years or more and all senior General staff appointments)

Funding Arrangement for Clinical Academic Positions

**SECTION 7 - ACADEMIC RESEARCH/EXTERNALLY FUNDED APPOINTMENTS ONLY – Relocation Assistance**

Assistance towards relocation to Perth is usually required for non-local appointees. Please indicate if funds are available to assist with:

airfares N  Y

removals N  Y  → If "Y", indicate maximum amount available \$

**Account to be charged**

Business Unit

Project/Grant

Account

**SECTION 8 - AUTHORISATION**

**Recommendation**

Name (please print)

Position

Signature

Date (dd/mm/yy)

**Approval**

(\*) Refer University Delegations (<http://www.delegations.uwa.edu.au/>)

Name (please print)

Position (\*)

Signature

Date (dd/mm/yy)