Job Template

Complete all fields below for us to pre-create your job templates in the Care Friends Portal

\*required

|  |  |
| --- | --- |
| Job Title (include suburb?)\* |  |
| Job Reference (optional) |  |
| Site\* (per your platform site lists) |  |
| Location of the job\* (suburb) |  |
| Hours per week\* (or full time etc) |  |
| Which Variable Reward Tariff?  (only applicable if you have set up multiple reward tariffs for different roles) |  |
| Salary type\* | Yearly / Monthly / Weekly / Hourly / Do not specify |
| Specify wage ie $20 - $30 |  |
| Description\* (the actual job ad text) | Hi! You’re probably reading this job advert because a friend or connection of yours thinks you would make a great addition to our care team and has shared it with you.  They think you could have what it takes to be a wonderful **[insert details]** in our **[insert details].** Our main priority is to find people with the right values, behaviours and attitudes that match our own. It’s a great start that one of our team thought you could fit the bill!  **ADD YOUR JOB ADVERT HERE** |
| Does the role require a driver’s licence and access to a car for work? | Yes / No |
| Role requires the right to work in Australia? | Turn on/off |
| Auto-reject candidates without the right to work in Australia | Turn on/off |
| Which portal user(s) would you like to be notified of new candidates?\* |  |
| Which portal user(s) would you like to be notified when starters reach their retention milestone?\* |  |