Anglican Church
Diocese of Perth

Recruitment Requisition Form
Lay/Operational Employee

Position Information:

New *(requires Diocesan Secretary and Executive Officer approval)* ☐

Replacement *(temporary)* ☐

Replacement *(permanent)* ☐

Section A:

Position Title: _____ Department: _____

Current/former Incumbent: _____ Effective date of vacancy: _____

PD reviewed by: _____ Date: _____

Division/Cost Centre: _____

Is the position within budget? _____

Is the position the same FTE/Salary as the previous incumbent? _____ *(If no, please provide justification)*

_____

Recruitment Method:

- Fill without posting (Attach justification) ☐
- Advertise internally ☐
- Advertise internally and externally ☐
- Recruitment agency (only if approved) ☐

Basis of employment: _____

Fixed term period: From _____ To _____

Position FTE: _____

Days of the weeks required *(tick all that apply)*

Days		Hours	Days		Hours
Monday	☐		Friday	☐	
Tuesday	☐		Saturday	☐	
Wednesday	☐		Sunday	☐	
Thursday	☐		Nights	☐	

Remuneration

Applicable Award and Classification Level *(if unknown please check with HR)*

Salary/Wages	Minimum Award Rate	$	%
	Hourly Rate (please specify)	$	%
	Annual Salary (please specify)	$	%
Stipend	For Lay Ministers or Lay Chaplains (please specify)	$	%
Allowances and Benefits	Travel Allowance (specify percentage or amount)	$	%
	Phone Allowance (the standard amount is)	$	%
	Housing Allowance (specify percentage or amount)	$	%
	Professional Development (specify maximum amount)	$	%
	Other (please specify)	$	%

Requisitioner's Declaration:
In signing this declaration, I confirm that this requisition complies with PDT policies and procedures and that the request is within approved budgets.

Name:

Position:

Signature:

Date: 23-May-2025

Section B
Approval to Hire (complete only AFTER selecting the preferred candidate)

Candidate Name:

Proposed Start Date:

Proposed Salary: $

Church House/SVAC Wollaston/Cathedral Employees

Approved by: ☐ CFO ☐ Diocesan Secretary

Signature: Date:

ACF Employees

Approved by: ☐ ACF Executive Officer ☐ Chairman of the Board

Signature: Date:

Parish and Cathedral Employees

Approved by: ☐ Parish Council ☐ Cathedral Chapter

Signature: Date:

Please attach a copy of the meeting minutes to the requisition

Other approval method (please specify)