



Recruitment Request Form - to fill an existing role

- Prior to submitting this form to Recruitment please request and discuss role description with HR Business Partners – Structural Change RolesAndStructure@fire.nsw.gov.au
- The Recruitment Request Form is not intended to be printed
- Once Completed, email the form to your Director for electronic approval
- Once approved send all documentation, including the Role Description, to RecruitmentRequests@fire.nsw.gov.au

Role Title

Role SAP ID

Grade/Classification

Roster - Operational only

Directorate

Location

Status

Primary Role

Start Date (for temporary roles)

End Date (for temporary roles)

Hiring Manager Name

Hiring Manager Contact Number

Director Name

Role Description Reviewed &

Attached with this request?

Reason for Request/ Why is it critical to fill this role?

Two proposed targeted questions based on focus capabilities of the role to be included in the job advertisement: