



WILLINGA PARK

CANDIDATE CHECKLIST

POSITION:	Office Administrator
REPORTS TO:	Property Manager – Willinga Park
CORE HOURS:	8:00am - 4.30pm Monday - Friday
SALARY RANGE:	\$50,000 - \$54,000 PA (including 9.5% superannuation)
INDUSTRIAL INSTRUMENT:	CAG Staff Agreement (Collective Agreement)

Terms of Employment

- Full time position – Core Business Hours – 40 hours per week
- 6-month probationary period – 2 weeks resignation / termination notice
- 4 weeks = 160 hours annual leave entitlement
- 2 weeks = 80 hours sick/carers leave entitlement
- Annual Performance Reviews

Potential Candidate Declaration

I, _____ understand all terms and conditions of employment associated with the above position and all other items as outlined on the Candidate Checklist, job description and Willinga Park Values statement. However, I also understand that in signing this checklist, an offer employment with the organisation is not guaranteed, nor is an interview. My salary expectation for the above-mentioned role is _____ including 9.5% superannuation and my obligated notice period is _____ weeks.

Print Name (Potential Candidate): _____

Signature: _____ Date: _____