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Forms

01. Recruitment Checklist (*Available on-line*)
02. Job Analysis (*Available on-line*)
03. Job Description Form (*Available on-line*)
04. Person Specification (*Available on-line*)
05. Selection Criteria (*Available on-line*)
06. Job Application Form (*Available on-line*)
07. Sample Interview Questions (*Available on-line*)
08. Interview Procedure (*Available on-line*)
09. Interview Record (*Available on-line*)
10. Reference Checklist (*Available on-line*)
11. Pre-employment Medical – Information for Doctor (*Available on-line*)
12. Pre-employment Medical – Doctors Report (*Available on-line*)
13. Recruitment Letter – Acknowledgement of Application (*Available on-line*)
14. Rejection Letter – No Interview (*Available on-line*)
15. Recruitment Letter – Confirming Interview Details (*Available on-line*)
16. Letter of Rejection – Post Interview (*Available on-line*)
17. Recruitment Letter – Second or Subsequent Interview (*Available on-line*)



18. Letter of Offer (*Available on-line*)
19. Immigration Status Form (*Available on-line*)
20. Employing Overseas Workers – Recruitment Checklist (*Available on-line*)
21. Sample Sexual Harassment Policy (*Available on-line*)
22. Sample Equal Opportunity Policy (*Available on-line*)
23. Sample Workplace Bullying Policy (*Available on-line*)
24. Meeting Agenda (*Available on-line*)
25. Record of Verbal Warning (*Available on-line*)
26. Letter of Warning (*Available on-line*)
27. Letter of Termination – Unsatisfactory Performance/Misconduct (*Available on-line*)
28. Record of Employee Termination (*Available on-line*)
29. Record of Exit Interview (*Available on-line*)
30. Letter Accepting Resignation (*Available on-line*)
31. First Letter of Warning – Abandonment of Employment (*Available on-line*)
32. Second Letter of Warning – Abandonment of Employment (*Available on-line*)
33. Letter Confirming Termination – Abandonment of Employment (*Available on-line*)
34. Small Business Dismissal Code (*Available on-line*)
35. Redundancy Checklist for Employers (*Available on-line*)
36. Letter – Employer to Implement Change (*Available on-line*)
37. Letter – Notification of Redundancy (*Available on-line*)
38. Letter of Termination – Redundancy (*Available on-line*)
39. Notice to Centrelink – National System Employer (*Available on-line*)
40. Notice to Centrelink – State System Employer (*Available on-line*)
41. Statement of Service (*Available on-line*)
42. Workcover WA – Notification of Intention to Dismiss – Form 15G (*Available on-line*)
43. Letter Confirming End of Fixed Term Contract (*Available on-line*)
44. Letter of Termination – Serious Misconduct/Summary Dismissal (*Available on-line*)
45. Sample Code of Conduct (*Available on-line*)
46. Training Required Survey (*Available on-line*)
47. Letter Refusing Request for Casual Conversion (*Available on-line*)
48. Performance Improvement Plan (*Available on-line*)
49. Performance Appraisal Form (*Available on-line*)
50. Letter Notifying Employee of Performance Meeting (*Available on-line*)
51. Discipline and Termination Procedure (*Available on-line*)
52. *Letter of Condolence*