

Employer Registration – Campus Interviews

Please ensure ALL fields are completed.

Organisation Name				
Postal Address				
Suburb			Postcode	
Website URL		ABN		
Contact Person		Position Title		
Phone ()		Fax ()		Mobile ()
Email Address				

Preferred Interview Arrangements

Circle or input your preferences below. Following receipt of this form we'll finalise specifics in consultation with you.

Preferred Date	/ / 2009	Preferred time	from:	to:	Number of rooms
Interview Times	30 minutes	45 minutes	60 minutes	(first interview to be scheduled from 9.00am / last at 4.30pm)	
Campus	Berwick	Caulfield	Clayton	Gippsland	Peninsula
Parking	How many parking permits do you require?				
Lunch	How many representatives will be present for lunch? _____ Please specify time: _____				

Faculties	Disciplines	Number of students interviewed	Type of position	Residency
Art and Design			Graduate / Summer Vac	
Arts			Graduate / Summer Vac	
Business and Economics			Graduate / Summer Vac	
Education			Graduate / Summer Vac	
Engineering			Graduate / Summer Vac	
IT			Graduate / Summer Vac	
Law			Graduate / Summer Vac	
Medicine, Nursing and Health Sciences			Graduate / Summer Vac	
Pharmacy			Graduate / Summer Vac	
Science			Graduate / Summer Vac	

Conditions and Fees

Fees	Per room, per day (GST inclusive) : Whole Day \$295.00 / Half Day \$145.00 Following confirmation of your booking, an official tax invoice will be sent to you at the postal address above, along with details about payment. Please do not remit payment in advance of receiving these documents.
Cancellations:	Written notice to tracie.cox@adm.monash.edu.au or csilla.papp@adm.monash.edu.au is required five working days prior to session or full fee applies.

Vacancy Advertising

Advertise your employment vacancies to all Monash students via Career Gateway:	careergateway.monash.edu.au/employers/
Information on our other services:	careers.monash.edu.au/employers/

Email your completed form to tracie.cox@adm.monash.edu.au or csilla.papp@adm.monash.edu.au or fax to +61 3 9905 5725

General Enquiries: Phone +61 3 9905 3172 or +61 3 9905 1525