

Employer Registration – Discipline Targeted Mail-outs

Please ensure ALL fields are completed.

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

Target Student Groups

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

Faculties	Disciplines	Year Levels	Degree Levels	Double Degrees	Residency
Art and Design			U'grad / Postgrad	Yes / No	
Arts			U'grad / Postgrad	Yes / No	
Business and Economics			U'grad / Postgrad	Yes / No	
Education			U'grad / Postgrad	Yes / No	
Engineering			U'grad / Postgrad	Yes / No	
IT			U'grad / Postgrad	Yes / No	
Law			U'grad / Postgrad	Yes / No	
Medicine, Nursing and Health Sciences			U'grad / Postgrad	Yes / No	
Pharmacy			U'grad / Postgrad	Yes / No	
Science			U'grad / Postgrad	Yes / No	

Conditions and Fees

Conditions	All mail-out materials will be packed in Monash University Employment and Career Development envelopes. Please provide a copy of the mail-out material prior to the mail-out for our perusal. All mail-out materials must include the following disclaimer:
Disclaimer	<i>"This information has been sent to you on our behalf by Monash University Employment and Career Development, without disclosure of your name and address details. The provision of this information does not constitute an endorsement by the University of the merits or otherwise of the organisation providing the information. The University is simply passing on information which may assist you in your job search. You should make your own inquiries to verify any of the information given."</i>
Fees	\$2.00 per envelope – if mail is pre-packed (plain, unmarked envelopes, with no company name, logo or address) \$3.00 per envelope – if mail is un-packed Plus \$110.00 administration/research fee Plus postage (in accordance with Australia Post)

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