

Staff Vacancy Advertisement Request Form

Authorised Contact: _____

Practice Name: _____

Practice ABN: _____

Practice Address: _____

Postal Address: _____

Business Telephone: _____

Fax: _____

Email: _____

Are you happy to receive information via e-mail?
Yes No

Position to be listed:
GP Practice Manager

Practice Nurse

Position Description (Max. 100 Words): _____

Opening Date: _____

Closing Date: _____

Preferred Method of Application:
Mail Email Fax

DISCLAIMER

FGPN reserves the right to refuse advertisements deemed unsuitable for display on the FGPN website. FGPN makes every reasonable effort to ensure accuracy, but will not accept liability for any injury, loss or damage arising directly or indirectly from the advertisements listed.

Fremantle GP Network is your Division and staff are always available to take your query. Please do not hesitate to give us a call on 9319 0555.



Fremantle GP Network



10 Silas Street
East Fremantle
WA 6158
T: 08 9319 0555
F: 08 9339 8355
E: reception@frdgp.com.au
www.frdgp.com.au

ADVERTISE YOUR STAFF VACANCIES ON THE FREMANTLE GP NETWORK WEBSITE

ACCESS A WIDER
AUDIENCE FOR YOUR
STAFF VACANCIES AT
NO COST



VACANCY WILL
AUTOMATICALLY BE
REMOVED SO YOU DON'T
HAVE TO WORRY



ADVICE FROM STAFF
WHO UNDERSTAND
THE NEEDS OF
GENERAL PRACTICE
RECRUITMENT



FREMANTLE GP NETWORK



**Fremantle
GP Network**

Fremantle GP Network is one of 119 Divisions of General Practice throughout Australia. Our aim is to promote and support you to build a healthier community. Through working with general practice and other health professional Fremantle GP Network endeavours to raise the quality of health service delivery at a local level.

Program Excellence

Continually striving for excellence, Fremantle GP Network provides you with access to nationally recognised programs. Some of these include; FREQ StreetDoctor, Quality Use of Medicines (QUM), Better Access to Mental Health Care Initiative, Aged Care GP Panels, and National Primary Care Collaboratives (NPCC). There are also programs tailored to cater to the needs of your practice; Immunisation, Practice Nursing, GP Liaison and General Practice Development.

Staff Support

Fremantle GP Network staff include registered nurses and other health professionals, through to health promotion and business professionals.

This diverse skill base ensures that staff can continually provide support for your practice as they understand the varying needs of general practice.

ADVERTISE YOUR VACANCY ON OUR WEBSITE



To assist General Practice with staff recruitment Fremantle GP Network has developed a Practice Vacancies section on our website. This section will enable general practices to advertise positions vacant for GPs, Practice Nurses, and Practice Managers.

Eligibility

All member general practices within Fremantle GP Network boundaries are eligible to list staff vacancies on this website.

Services Provided

- ▶ FGPN will place listings on the website within 3 working days
- ▶ Listings will be automatically removed from the website after;
 - ▷ 3 months for GP positions
 - ▷ 2 months for all other positions or
 - ▷ notification from the Authorised Practice Contact to remove the listing
- ▶ Listings may be readvertised upon completion of a subsequent advertisement request form
- ▶ A word limit of 100 words is applied to each advertisement

Services Not Provided

- ▶ The FGPN Practice Vacancies website page does not list advertisements for individuals seeking work
- ▶ FGPN will not forward or receive resumes
- ▶ FGPN will not screen or contact potential applicants on behalf of the practice
- ▶ FGPN will not advertise for staff outside of the listed categories

What does the practice need to do?

- ▶ Complete the advertisement request form and return to FGPN by fax or access our website and send your request electronically;
- ▶ Check the website 3 working days after lodgement of the advertisement request form to ensure accuracy of advertisement
- ▶ Notify FGPN if amendments to the advertisement are required
- ▶ Notify FGPN if the advertised position is filled

Costs

There is no cost to member general practices for this service.

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