

Mainstream – Job Proposal



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

CLIENT NUMBER

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About the Job Proposal

This Job Proposal captures information for a position that has been created for a Mainstream Participant. It outlines the tasks the participant will undertake and how the employer would like the position managed.

Please complete this form if you are an employer and have a job proposal for a Mainstream Participant.

Please answer all questions on this form.

Organisation's details

1. What is your organisation's name?

2. What type of service is your organisation?

Government department

School ▶ Please ensure you answer Question 18

District Health Board

Educational Authority

3. Have you used our services before?

No

Yes

▶ What is your reference number?

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4. How did you hear about our services?

Contact details

5. What is your organisation's physical address?

6. What is your organisation's postal address? (if different from above)

7. What are the details of the key contact person for this job proposal?

Name

Position/Title

Business phone number

Mobile number

Fax number

Email

8. What are the details of the Supervisor of the Mainstream Participant?

Name

Position/Title

Business phone number

Mobile number

Fax number

Email

Opportunity information

Q10 note: Include full details about the job such as:

- duties
- experience required
- days required to work
- the type of person you're looking for
- the type of work environment, eg, part of a team, individual.

9. What is the job title?

10. What is the description of the job?

11. Has this position been created in addition to your current staffing level?

 No Yes

12. How many positions are available?

13. Where is the job based?

14. Is this job: Full time Part time Temporary

15. What career level is this job?

 Trainee Entry Level Mid to Senior Executive

16. What will be the start date for the job?

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

17. What is the expected attendance?

 Days Working hours

18. What is the gross annual salary (before tax) for the job?

\$

19. If your organisation is a school, will the participant be working through the school holidays?

 Not applicable

 Yes No ▶ Please advise the dates the participant will **not** be working (ie holiday dates):

From:	<input type="text"/>	<input type="text"/>	<input type="text"/>	To:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Day	Month	Year		Day	Month	Year

From:	<input type="text"/>	<input type="text"/>	<input type="text"/>	To:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Day	Month	Year		Day	Month	Year

From:	<input type="text"/>	<input type="text"/>	<input type="text"/>	To:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Day	Month	Year		Day	Month	Year

From:	<input type="text"/>	<input type="text"/>	<input type="text"/>	To:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Day	Month	Year		Day	Month	Year

20. What hourly rate will this job pay?

\$

21. Do you have a preferred Mainstream candidate for this job?

 No ▶ Go to Question 21 Yes ▶ Please provide details below:

First name(s)	Surname or family name	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address details		Day Month Year

Contact details

Opportunity information – continued

22. Do the applicants need to complete an application form for this position?

 No

 Yes ▶ **How can this be accessed?**
 Online ▶ Website address:

 Other ▶ Please provide details below:

23. Is a CV required?

 No

 Yes ▶ **How would you like CVs sent to you?**
 Email

 Fax

 Post

 Before interview

 Applicant to bring

24. Do you require references?

 No

 Yes ▶ Please indicate your preference below:

 Written

 Verbal

Q25 note: Examples include:

- NCEA Level 1
- Food hygiene certificate.

25. What qualifications are required for the job?

Q26 note: Examples include:

- driver's licence
- heavy transport – class 2.

26. Are any licences required?

 No

 Yes ▶ Please provide details below of which licenses are required:

Q27 note: Examples include:

- Microsoft Excel
- Lathe operation.

27. Is any specific tool and/or technology experience required?

 No

 Yes ▶ Please provide details below:

28. Is a pre-employment drug test required?

 No

 Yes

29. Is screening for child sex offences required?

 No

 Yes

30. Is a Police / security check required?

 No

 Yes

Opportunity management

31. How would you like referrals sent to you?

- Phone me first to arrange interviews
- Email me the applicant's details
- Fax me the applicant's details
- Send the applicant directly to me

32. What is your preferred interview date?

Day	Month	Year

33. Where will you hold interviews? Please provide street address below:

34. What will be your decision date, ie when will you decide who you want?

Day	Month	Year

Employer's signature

Employer's name (print)

Employer's signature

Date

Day	Month	Year

OFFICE USE ONLY

Vacancy received from: Staff member's name

Position/Title

Office/Service Centre

Contact number

Opportunity sourced:

- Work Broker Industry Partnership Employer