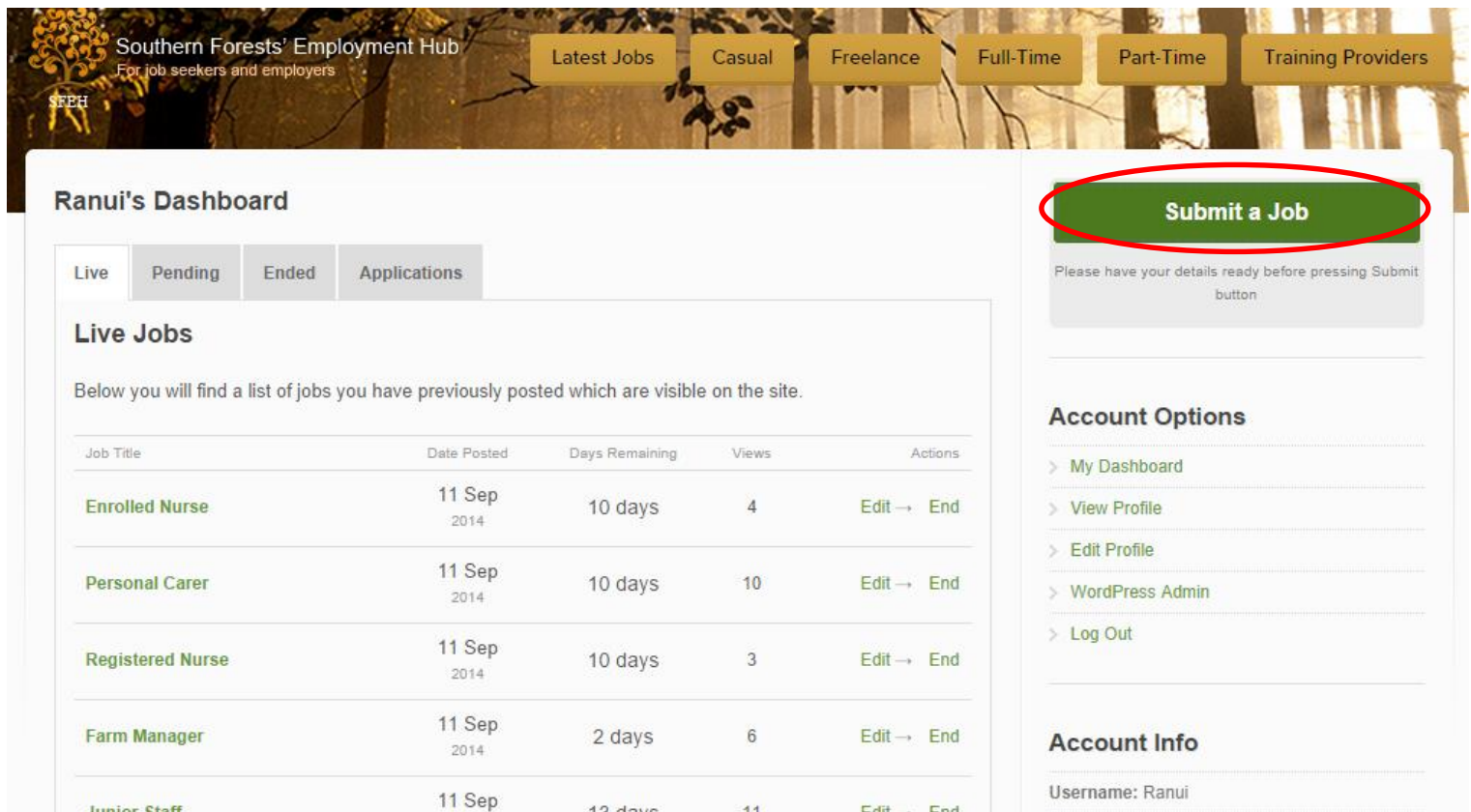


Submit a Job

- ✓ On your dashboard click the green box “Submit a Job”



Southern Forests' Employment Hub
For job seekers and employers

Latest Jobs Casual Freelance Full-Time Part-Time Training Providers

Ranui's Dashboard

Live Pending Ended Applications

Live Jobs

Below you will find a list of jobs you have previously posted which are visible on the site.

Job Title	Date Posted	Days Remaining	Views	Actions
Enrolled Nurse	11 Sep 2014	10 days	4	Edit → End
Personal Carer	11 Sep 2014	10 days	10	Edit → End
Registered Nurse	11 Sep 2014	10 days	3	Edit → End
Farm Manager	11 Sep 2014	2 days	6	Edit → End
Junior Staff	11 Sep	13 days	11	Edit → End

Submit a Job

Please have your details ready before pressing Submit button

Account Options

- > My Dashboard
- > View Profile
- > Edit Profile
- > WordPress Admin
- > Log Out

Account Info

Username: Ranui

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- ✓ Fill in your business/company name.
- ✓ A website address is optional.
- ✓ A company Logo can be uploaded if you wish.

Submit a Job

Create account | Enter Job Details | Preview | Confirm

Company Details

Fill in the company section to provide details of the company listing the job. Leave this section blank to show your display name and profile page link instead.

Your Name/Company Name

Website

Company Logo

No file chosen Logo (.jpg, .gif or .png)

Submit a Job

Please have your details ready before pressing Submit button

Welcome to the Southern Forests Employment Hub

Managed by the Manjimup Community Resource Centre, the Southern Forests Employment Hub is the go-to destination for Employers to post and recruit quality workers any time, any place worldwide.

Your local gateway to employment opportunities across all sectors of employment, take this opportunity to create your personal employment profile and let the SFEH get you connected.

SFEH brought to you by

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- ✓ Enter the title of the position you are listing ie; Leading Farm Hand.
- ✓ Select the type ie; fulltime, part time, casual
- ✓ List any tickets, licences or clearances required for the job.
- ✓ Estimate job salary- this is optional but it is good information for job seekers.
- ✓ Select the job category- this is a search field that enables job seekers to find you. Choose the most appropriate from the drop down list provided. If your category is not there please let us know.

Job Details

Enter details about the job below. Be as descriptive as possible so that potential candidates can find your job listing easily.

<input type="text"/>	Job title *
<input type="text" value="Casual"/>	Job type *
<input type="text" value="Select a category..."/>	Job Category *
<input type="text" value="Select a salary..."/>	Job Salary
<input type="text"/>	Skills and Licenses



Manjimup Community Resource Centre wish to thank AGRIFOODS Skills Australia for their financial support in creating this website to trial the relevance of a Southern Forest Recruitment

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- ✓ Location- This is an accurate map, so if you DO NOT want your address public, please use a general location ie: Manjimup. Don't forget to click **Find Address Location**

Job Location

Leave blank if the location of the applicant does not matter e.g. the job involves working from home.



the relevance of a Southern Forest Recruitment Hub

New Job Listings

- > Enrolled Nurse
- > Personal Carer
- > Registered Nurse
- > Farm Manager
- > Junior Staff

Useful Links for Employers

- > Australian Taxation Office
- > Department of Commerce – Labour Relations
- > Department of Commerce – Work Safe
- > Department of Immigration – Work in Australia

- ✓ Describe what the job involves- this field requires some thought to attract the best candidates.
- ✓ Include hours, job criteria and experience level needed.

Job Description *

Give details about the position, such as responsibilities & salary.

B *I* **ABC**

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Australia

- > Fair Work Ombudsman
- > Shire of Manjimup
- > Southwest Development Commission

Guides & Additional Information

[The Southern Forests Region](#)

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- ✓ Explain how to apply. There is an option available to apply online which will go through the email you sign up with. Check the **Disable Apply Online** box to stop online applications.

How to apply

Tell applicants how to apply – they will also be able to email you via the “apply” form on your job listing’s page.

Visual Text

B I ABC [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon]

p

- ✓ Job Duration- How many days do you wish to run your vacancy for? If you require any more than 30 days you will need to resubmit your job at the end of the 30 days.

Job Duration

30

Please choose the duration of this job (days).
Value must be between 1 and 30.

Applications email address (admins only)

ranui@manjimup.org.au

This is the recipient email address that will receive applications for this job. Only an Admin can see this field.

Disable Apply Online

Yes (Check this option if you want to avoid job seekers applying to jobs directly using our application form)

Next →

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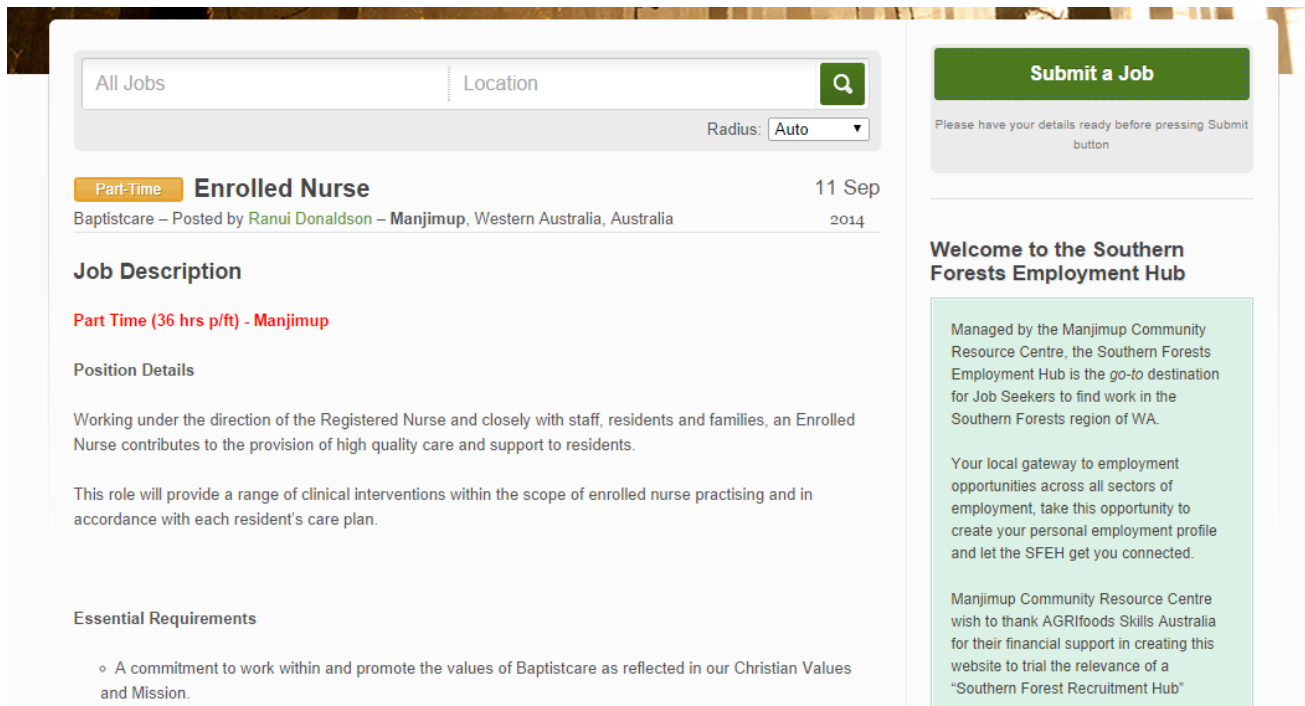


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- ✓ Click **next** to view your job submission. If all the information you provided is correct click **confirm/ continue to job** or click **back** if you would like to change something.
- ✓ Once you have clicked **confirm/ continue to job** your vacancy will be submitted to us for confirmation and then posted on the Hub.



The screenshot displays the Southern Forests Employment Hub interface. At the top, there is a search bar with 'All Jobs' and 'Location' filters, and a 'Radius: Auto' dropdown. A green 'Submit a Job' button is visible on the right. The main content area features a job listing for 'Enrolled Nurse' (Part-Time) posted by Ranui Donaldson in Manjimup, Western Australia, on 11 Sep 2014. The job description includes details about working under a Registered Nurse and providing clinical interventions. Essential requirements include a commitment to Baptistcare's values and mission. A 'Welcome to the Southern Forests Employment Hub' section on the right explains that the hub is managed by the Manjimup Community Resource Centre and serves as a gateway to employment opportunities in the Southern Forests region of WA. It also thanks AGRIFOOD Skills Australia for their support in creating the website.

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