

JOB ORDER FORMAT FOR AUSTRALIAN EMPLOYER

LETTERHEAD OF EMPLOYER

(DIAC Standard Business Sponsorship Approval Reference No. _____ or Labour Agreement Reference
No. _____)
ABN _____
Contact Numbers and email _____

To: (Name of Philippine or Australian Recruitment Agency)
Address:

Dear _____:

As per our agreement, we are informing you of our need of skilled workers/professionals for our company, and request that you recruit and deploy at the earliest time the most qualified for the following positions and under the following conditions:

Position	ANZSCO Code Number	Number Needed	Of the Number Needed, How Many Are Female?	Proposed Salary Per Annum (with computation or showing that the same is equivalent to market salary rate)	Other benefits on top of the Australian national employment standards under the Fair Work Act of 2009, if any

Very truly yours,

(PRINTED NAME AND SIGNATURE OF
AUTHORIZED SIGNATORY FOR COMPANY)
Position of Signatory

(NB: Please leave enough space at the bottom for the POLO Verification rubber stamp and seal)