

Job advertisement template

A job advertisement is your opportunity to promote the benefits of the job and attract the right pool of candidates for you to select from.



IMPORTANT

Rules about pay rates



Job ads can't include pay rates that would breach the Fair Work Act or a fair work instrument such as an award or enterprise agreement. This means that job ads can't include pay rates that undercut employees' minimum entitlements.

To find the minimum pay rates, penalty rates and allowances that apply use our [Pay and Conditions Tool](#) at fairwork.gov.au/pact

Rules for pieceworker job ads



If you are advertising a pieceworker position where the employee would also be entitled to a periodic rate of pay (for example, an hourly or weekly rate), you need to:

- specify the periodic pay rate that applies, or
- state in the ad that a periodic pay rate will apply.

For more information, visit [our Hiring employees page](#) at fairwork.gov.au/hiring

Who can use this template

Employers can use this template to prepare a job advertisement (ad) to hire a new employee.

How to use this template

Use the checklist and template to quickly and easily prepare and create your job ad.

Make sure you're using the latest version of this template by [downloading the most up-to-date version](#) from fairwork.gov.au/templates

Check out our other resources



- [Explore interactive template tools, and downloadable templates and letters](#) available at fairwork.gov.au/templates to help you manage a wide range of workplace obligations.
- [Complete our free online courses](#) available at fairwork.gov.au/learning to develop skills and strategies to help you at work, including our online course on [Hiring employees](#).

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.

Checklist: Suggested steps for preparing a job ad

Step 1 – Check the rules

Understand what your obligations are when hiring a new employee and advertising a job. This will help you make sure you're ready to hire.

This includes understanding the minimum terms and conditions of employment for your new employee, and your obligations and responsibilities as an employer.



IMPORTANT

Remember, there are also rules about what can't be included in job ads. For more information about this, and hiring employees, visit [our Hiring employees page](https://www.fairwork.gov.au/hiring) at [fairwork.gov.au/hiring](https://www.fairwork.gov.au/hiring)

Step 2 – Create a job description

Before you advertise for a new employee, you should work out the requirements of the job. This is also known as creating a job description.

Think about what duties the employee will do, who they will report to, what level of responsibility they will have, what skills and experience they need, and what their employment type will be.

Having a job description in place will also be helpful during the person's employment, including when setting performance goals.

Need help?

- You can use our [job description template](https://www.fairwork.gov.au/templates) at [fairwork.gov.au/templates](https://www.fairwork.gov.au/templates) to help you do this.

Step 3 – Create the job ad

Use [our template](#) (below) to create a job ad that is simple and informative. The template includes guidance to help you meet your obligations under workplace laws regarding job ad requirements.

To attract the best candidates, highlight the benefits of the job and list the skills and experience needed. Try to avoid long sentences or paragraphs in your job description because this may cause people to lose interest. Remember to include information about the location, pay, and list a contact person.

Step 4 – Advertise the job

Decide where you will advertise the job, so that the right people see it. The best way to advertise will depend on the type of job and the industry your business is in. You may want to consider:

- online job sites
- social media
- newspapers or industry publications
- notice boards or shop windows
- business and industry contacts
- recruitment agencies.

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Step 5 – Use our other resources to continue the process

Once your job ad has closed, you'll need to work through the steps of selecting the best candidate and getting them started with your business. You can use our other resources to help you do this including:

- Our [downloadable templates](https://www.fairwork.gov.au/templates) for employing staff at [fairwork.gov.au/templates](https://www.fairwork.gov.au/templates), including templates for job descriptions, telephone screening, reference checking, performance agreements and induction checklists.
- [Our short course on hiring employees](https://www.fairwork.gov.au/learning) at [fairwork.gov.au/learning](https://www.fairwork.gov.au/learning), which helps you understand the steps in the hiring process, understand employee entitlements and your obligations, and select the most suitable candidate and make them an offer of employment.
- Our [Small Business Showcase](https://www.fairwork.gov.au/smallbusiness) at [fairwork.gov.au/smallbusiness](https://www.fairwork.gov.au/smallbusiness), which has a range of resources to help businesses manage their employees and meet their employer obligations.

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TEMPLATE JOB ADVERTISEMENT



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This template has been colour coded to assist you to complete it accurately. You simply need to replace the red < > writing with what applies to your situation.

Example information is shown in purple writing to assist you and should be deleted once you have finished the ad.

<Add business name>

<Add job title>

<List the pay, the type of employment, expected hours and the main benefits of the job>

[Example information only – please delete and replace with your own details]

- Permanent full-time position
- 38 hours per week
- City location, close to public transport
- \$40 per hour + relevant award entitlements including penalty rates, overtime and allowances + superannuation



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Remember, job ads **can't** include pay rates that would breach the Fair Work Act or a fair work instrument such as an award or enterprise agreement. This means that job ads can't include pay rates that undercut employees' minimum entitlements. Make sure any rate you include in your ad meets the minimum under your award, agreement, or the Fair Work Act.

To find minimum award pay rates, penalty rates and allowances, you can use our [Pay and Conditions Tool](#) at fairwork.gov.au/pact

If you are advertising a pieceworker position where the employee would also be entitled to a periodic rate of pay (for example, an hourly or weekly rate) you need to:

- specify the periodic pay rate that applies, or
- state in the ad that a periodic pay rate will apply.

<Include other details such as:

- A short description of your business
- A description of the job/type of work
- How the job has come about (if relevant)
- Who / which role the person will report to
- List the essential (or desirable) skills, qualifications, and experience>

[Example information only – please delete and replace with your own details]

We are looking for an office receptionist for our small business in the wholesale stationery market.

The receptionist will report to the office manager and will be responsible for office administration including:

- reception, including responding to telephone calls and emails and greeting clients
- handling and distributing mail

- maintaining records, including checking accounts and invoices.

The job will be full-time, with hours to be worked between 9.00am and 5.30pm Monday to Friday.

Successful applicants must have:

- relevant previous reception experience
- advanced Microsoft Office and typing skills
- strong communication and interpersonal skills
- strong organisational skills and attention to detail.

A certificate IV in Business Administration or equivalent qualification is desirable.

<Include instructions on how to apply – for example, type of application, contact details and closing date>

[Example information only – please delete and replace with your own details]

If you are interested in this job, please email your resume to <contact email address> or call <contact telephone number> for further information.

Applications close on <date>

PLEASE KEEP A COPY OF THIS ADVERTISEMENT FOR YOUR RECORDS

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