Advert Submission Form

Please email this form to [jobs@sunnycoastjobs.com](mailto:jobs@sunnycoastjobs.com) when completed.

***Please Note: We only need your organisation details once so to save time fill in the job details for subsequent adverts.***

| **Organisation Name** |  |
| --- | --- |
| **Contact Person** |  |
| **Contact Email** |  |
| **Contact Phone** |  |
| **Industry** |  |
| **Web Site** |  |
| **Town/Suburb** |  |
| **Job Advert** | |
| **Title** |  |
| **Number of Vacancies** |  |
| **Employment Type** |  |
| **Advert Text** |  |
| **How to Apply** |  |
| **Image to Use (Replace with your own if you wish)** |  |
| **Comments** |  |

By completing and returning this form you agree that:

* Posting a job is a free service and you will not be charged for it
* If you wish to engage SunnyCoastJobs.Com PTY LTD for extended services fees may apply but this will be after consultation with you and your written approval
* You agree that we can retain your company details on our system as an employer profile
* You agree that we can share the advert on our networks which may mean that 3rd party providers replicate (“scrape”) the advert to their own site or sites
* You confirm that the role is a genuine offer of employment.

**Please Note:**

* Our wish is to promote every employer and genuine opportunity on the Sunshine Coast and surrounds in keeping with our resources, ethical and moral standards
* We reserve the right not to post an advert for any reason including poor quality, potential scams or content that we feel does not align with our networks
* If we make a decision not to post an advert that is borderline acceptable we will make our best efforts to contact you for clarification or to provide feedback

If you have any questions or concerns then please email: [jobs@sunnycoastjobs.com](mailto:jobs@sunnycoastjobs.com) so we can help you out.

*All the best in filling your vacancies!!!*