# Company Employer Membership Information - $176

Companies can advertise multiple positions as many times as they want in the membership year which start in May and ends in May of the following year.

### COMPANY FINER DETAILS

* The Human Resources Officer and every email address entered into our records will receive Members Update email of the Jobseekers List and other important industry information.
* Each property...
  + Has the opportunity to advertise using the membership number and station name as a reference.
  + Will receive a member update with jobseekers list attached and other important industry information.
  + Can advertise their position or communicate directly with Lee-Anne or let their HR department deal with it.
* All emails and correspondence to GovAust should include your membership number in the subject
* The membership year starts in May and ends in April.
* All positions will be taken down by the end of May/June unless membership is renewed,
* Access to the JobBoard and email Members Updates is immediate upon membership number allocation.
* Access to advice on your job position form wording is available by emailing Lee-Anne.
* Members must not share resume updates with non-members.

# ****Become a Member****

1. Please fill in [Member Form](file:///D:\bushg\Documents\Current%20HOLIDAY%20Files\~%20P%20GA-NAN\jobboard\form\memberform.doc) and save the document as your company or your name.
2. Email to [jobboard@governessaustralia.com](mailto:jobboard@governessaustralia.com) with subject membership number or your name
3. After your form has been received and processed an email will be sent back with welcome information and membership number.
4. A Members Update Email with a list of Jobseekers in a word document attached will be emailed on a weekly basis or as indicated.
5. Remember send an email to notify me when you want your job position taken off the JOBBOARD.
6. Membership needs to be paid with the month or membership will be cancelled.  Provide proof of payment if possible
7. Send in your job position form at the same time. See below

**RETURN TO** [**www.governessaustralia.com/jobboard/employer.html**](http://www.governessaustralia.com/jobboard/employer.html)

**to access the job description form at Step 5 Part B**

# GA logo 1Governess Australia Company Membership Form

**Please fill in a Membership Form and email to** [**jobboard@governessaustralia.com**](mailto:jobboard@governessaustralia.com) **and/or post using the payment details below**

|  |  |
| --- | --- |
| By returning this form I agree to all the terms and conditions of using Governess Australia.  More information can be found on the JobBoard Employer Page - www.governessaustralia.com/jobboard/employer.htm | |
| Date of application |  |
| Membership Number | if you are renewing an old membership or are current member only |
| Company Name |  |
| Postal Address |  |
| HR Contact Name |  |
| HR Email address |  |
| Payment Method | Electronic or Cheque |

# Governess Australia Tax Invoice

ABN 65 063 829 634

PO Box 198, Ingle Farm SA 5098

**THANK YOU FOR YOUR SUPPORT for your 2019 membership year.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date:** June 2019  **To:** | | | | |
| Item | Description |  | Price (Inc GST) | |
| **Company**  **Membership** | Company Employer Membership (Multiple Job User) for the GovAust JobBoard - Advertising Job Position and receiving updates  (Now to May 2020) |  |  | **$176** |
|  |  |  |  |  |

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| --- | --- | --- |
| Payment Options: | | |
| **ELECTRONIC** | **Bank Account Name:** | Lee-Anne Bright |
|  | **Bank:** | National Australian Bank |
|  | **BSB:** | 083-004 |
|  | **Account No:** | 234904627 |
|  | **Description:** | Your membership number or name if new member |
|  |  |  |
|  | | |
| **CHEQUE** | Cheques payable to Lee-Anne Bright  PO Box 198  Ingle Farm SA 5098 | |
| *Please include membership form. Please email to indicate cheque payment,* [*jobboard@governessaustralia.com*](mailto:jobboard@governessaustralia.com) | | |

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| --- | --- | --- | --- | --- |
| STATIONS BEING REGISTERED | | | | |
|  | Station Name | Parent Name | Email Address | Distance Ed School Attending or Nearest Town |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
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| 12 |  |  |  |  |