

**EXPRESSION OF INTEREST TEMPLATE:**

**PREPARING A JOB ADVERT FOR THE NATIONAL JOBS AND OPPORTUNITIES BULLETIN**

Please use this template to prepare your **Expression of Interest**. Return the completed form to the Administrative Officer by email: [phansw.history@gmail.com](mailto:phansw.history@gmail.com?subject=Expression%20of%20Interest).

**Have you consulted the commissioning a history and the recommended scale of fees?**

* Commissioning a history: <https://www.historians.org.au/commissioning-history/>.
* Scale of fees: <https://www.historians.org.au/scale-of-fees>.

**Your job advertisement should include:**

|  |  |
| --- | --- |
| **Outline of the project and tasks required** |  |
| **Project outcomes and deliverables** |  |
| **Deadline or timeframe of the actual project** |  |
| **What should the applicant provide with their applications?**  **(CV, budget costing, examples of work, etc.)** |  |
| **Contact details of the person in charge of the project** | **Name:**  **Phone:**  **Email:** |
| **Deadline and closing date for expressions of interest** |  |