Bicultural Service Request

Creating Community Employment

Contact Details

Contact Name	
Contact Email	
Contact Number	
Company / Program	

External Business Invoice Details

Business Name	
Business ABN	
Business Address	
Business Email	

Internal SMRC Program

Suite Key	

Service Details

Please indicate reason for request	You may indicate more than one o Community Engagement o Assist with Project work o Focus groups; evaluations; feedback o Language support for training, information sessions, inductions o Cultural Awareness o To fill temporary staffing gaps o Other, please specify:		
Please describe the service required			
Delivery mode required	o Onsite	o Online – please add link:	o Phone	o Combination

If Onsite:

Venue name		
Address		
Report	Where:	To Name: Contact Number:
Car parking available	o Yes	o No

Community / Language Required

o Albanian	o Arabic	o Bosnian	o Burmes	Cantonese
o Chin (Falam)	o Chin (Hakha)	o Chin (Mizo)	o Croatian	o Dari
o Farsi	o Greek	o Gujurat	o Hazaragi	o Hindi
o Italian	o Khmer	o Mandarin	o Pashto	o Persian
o Punjabi	o Russian	o Serbian	o Sinhala	
o Ukraine	o Urdu	o Unsure	o Other	

Duration

Type of Hire	You may indicate more than one: o One shift: 3-hour minimum rate applies o Multiple shifts: 3-hour minimum hour rate applies for each shift o Ongoing hours per week o Project Duration o Other
Day /s	Specific: Flexible:
Date / s	Start: End:
Hours Required	NB 3 hour minimum per shift required:
Time	Start End

If you have further enquiries, please contact Liz Currie: lizc@smrc.org.au; 0413106077
Available: Tuesday, Wednesday and Thursday.

Once completed, please send this Service Request order form to:
biculturalservice@smrc.org.au and our staff will be in touch

Thank you for choosing SMRC Bicultural Service.

Inc. No. A0027359E
ABN 44 877 224 580

(03) 9767 1900
smrc@smrc.org.au

www.smrc.org.au
39 Clow St, Dandenong, VIC, 3175