

Ascender Details Form

Agency or External Appointment



This form is to be used for adding, extending or varying agency staff/ independent contractor (or externally seconded staff) /DBA Supervisors records on the Human Resource Database (ASCENDER).

Definition: Agency staff / Independent contractors are those persons employed by another company (or self-employed) to work for the University of Newcastle. They may be employed under a contract supplied by the agency / independent contractor or under a standard contract provided by the University of Newcastle (preferred option).

Appointment Type:	NEW	EXTENSION
Agency Staff		Externally Seconded
Independent Contractor		DBA Supervisor
UoN Singapore		

Personal Details

Email Address:		
Staff Number:	Title:	Gender:
Surname:	Given Names:	
Preferred Name:	Date of Birth:	
Residential Street Address:		
Suburb:	State:	Postcode:
Postal Address: (If different from above)		
Suburb:	State:	Postcode:

Engagement Details (Agency / Contractor / UoN Singapore / External Secondment)

Start Date:	End Date:
Position Title:	Position Code (if known):
Faculty/ Division:	
Organisational Unit:	
Supervisor's Name:	
Mode of Employment:	Average Hours Per Week: (If Part-time or Casual)
Equivalent University Level:	Cost Collector:
Campus / Location / Building name:	
Direct Reports (if any):	
Reason for Employment: (eg. replacement)	
Appointment details to be published on the Staff Directory:	

Working with Children Check

Will the occupant be required to have face to face contact with children?
If YES, please provide the occupant Working with Children Check Clearance Number:

Agency Details (if applicable)

Agency Name:

Agency Address:

Contact Person (if known):

Contact Phone no.(if known):

\$ Cost / day (exc. GST): or \$ Cost / hour (exc. GST):

Is this a standard Contract provided by the University:

If No, list any irregular terms and conditions:

DBA Supervisor Details (if applicable)

Is the DBA Supervisor residing in Australia:

If Yes, attach a certified copy of proof of working rights

Creditor Code (if applicable):

Start Date:

Faculty/Division:

Organisational Unit:

Cost Collector:

Contact Person:

Authorisation

Approver's Name:

Position Title:

Signature:

Date:

Submit This FormEmail to HRDataEntry@newcastle.edu.au for processing.

Any personal information collected on this form must be collected, stored and used in accordance with the Privacy and Personal Information Protection Act NSW 1998 and the University's Privacy Management Plan.