

# CASUAL APPOINTMENT REQUEST

## PROFESSIONAL AND ACADEMIC



Please complete this form and submit with employment documentation (for new employees) to your [HR Advisor](#).

### Casual Professional

### Casual Academic

Is the appointee from a sanctioned country? Refer to the [University's International Sanctions Compliance Policy](#) for further details

Does this position involve face to face contact with children? (for further information see [Working with Children Check](#))

Does this role or area of work require a [Health and Hazard Questionnaire](#) (HHAQ) to be completed?

Attach mandatory employment documentation for New Staff Member:

[Employment Pack](#)

Given/Other Names		Surname		
Staff ID	Personal Email Address <small>*mandatory for Terms of Engagement to be sent</small>			
Commencement Date		End date <small>Note end date will be 31/12/2049 unless employment is contingent on a Visa or non-recurrent funding e.g Grant, end date.</small>		
Position Title		Position Code		
College/Division				
School/Unit				
Campus		Building		
Employment Status	Classification Level	Step <small>Professional staff only</small>	Total hours <small>Professional staff only</small>	
Professional Staff Hours of Work* <small>Refer to Professional Staff Enterprise Agreement Part 5</small>				
Timesheet Approver Name and Position Title				
Supervisor Name and Position Title				
Funding (must equal 100%) An online Commitment Calculator is available on the <a href="#">HROnline Help Page</a>				
Cost Collector/ Grant Number	Include % split	Effective date	Grant end date	Estimated Cost <small>(Research only)</small>
Cost Collector/ Grant Number	Include % split	Effective date	Grant end date	Estimated Cost <small>(Research only)</small>
Cost Collector/ Grant Number	Include % split	Effective date	Grant end date	Estimated Cost <small>(Research only)</small>

### Casual Professional - Position Description attached

To abide by [Talent, Recruitment and Appointment Procedure](#), a current [Position Description](#) is required for Casual Professional when Terms of Engagement is greater than 6 months.

Note, PD is not required for Casual Academic

### Casual Professional - Description of duties

If Position Description is not required (Professional less than 6 months or Academic)

Name of person completing form

Date

### Approvals

This form must be electronically completed, signed, saved and emailed to your HR Advisor.

Incomplete information or missing documentation may cause delays in appointment processing.

By signing below, you are confirming that your Business Unit has completed or obtained evidence of the following:

A minimum of 1 reference have been completed as per the Talent, Recruitment and Appointment Procedure;

A current position description or a list of tasks is provided herewith or is already on file, and has been provided to the staff member;

A current copy of the staff member's/candidates CV is on file; and

The staff member/candidate has provided evidence of their highest qualification.

#### Approval 1 Supervisor / Grant Holder

Approver's Name

Approver's Position

Approver's Signature

Date

#### Approval 2 Please refer to the [HR Delegations](#) and/or [Talent, Recruitment and Appointment Procedure](#) for appropriate approvals

Approver's Name

Approver's Position

Approver's Signature

Date

*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.*



EMAIL this *electronically completed form*  
TO AN APPROVER

EMAIL this *electronically completed and signed form*  
to your [HR Advisor](#)