

Request to Advertise

To advise Human Resources of internal or external recruitment.

A1

ADVERTISING DEADLINES

If the total appointment duration is less than twelve months advertising is NOT required.

To advertise internally/externally, HR must receive this form by 5pm Monday.

Please forward an electronic copy of the position description to your HR Coordinator - <http://www.swin.edu.au/corporate/hr/contacts>

POSITION DETAILS

Is this position: New Position

Existing Position

Position Number:

Position Title:

Management Unit:

Division:

Classification:

Salary Range:

Appointment Status: Fixed Term

Ongoing

Sessional

Start Date:

End Date (if fixed term contract):

Time Fraction:

Reason for Vacancy:

Person Being Replaced (if applicable):

Campus:

Mail Number:

Reports to (Name):

Reports to (Position No):

Source of Funding: Extraneous Recurrent Research Project Other *please specify*
Funding information:

Salary Account Code 1 (11 digits): . Select Natural Ac - or other %

Salary Account Code 2 (11 digits): . Select Natural Ac - or other %

Natural Account Codes – Salary & Oncosts Academic: 7005, Salary & Oncosts Non Academic: 7020, Salary & Oncosts Academic (Sessional): 7015. See chart of accounts for natural account codes for all other types of salaries.

Terms and Conditions of Employment:

Performance based linked to targets and remuneration

Standard Salary Contract

Performance based linked to targets

Is a criminal records or working with children check required for this position in accordance with the policy? Yes No

FIXED TERM CONTRACT POSITIONS

A fixed term contract must be for one or more of the following reasons (please tick):

Academic & General:	TAFE Teacher:
<input type="checkbox"/> Specific Task or Project	<input type="checkbox"/> Specific Task or Project
Task or Project Description:	
<input type="checkbox"/> Replacement Employee	<input type="checkbox"/> Replacement Employee
<input type="checkbox"/> Research	<input type="checkbox"/> New or Short-term Program Area
<input type="checkbox"/> Recent Professional Practice Required	<input type="checkbox"/> Reducing Student Numbers Threatens Viability of Program Area
<input type="checkbox"/> Pre-Retirement Contract	<input type="checkbox"/> Funding Cannot be Regarded as Ongoing
<input type="checkbox"/> Subsidiary to Studentship	<input type="checkbox"/> Current Industry Experience Required Short-Term
<input type="checkbox"/> Disestablishment Work Area	<input type="checkbox"/> Other fixed term position not in line with normal arrangements (please contact HR if you intend to offer a contract in this category)
<input type="checkbox"/> New Organisational Area	
<input type="checkbox"/> Other	
Further explanation for fixed term contract:	
<p>Academic & General: Please refer to the <i>Swinburne University of Technology, Academic and General Staff Enterprise Agreement 2009</i> TAFE Teachers: Please refer to the <i>Victorian TAFE Teaching Staff Multi-Business Agreement 2009 (MBA)</i>.</p>	

ADVERTISING DETAILS

All internal and external advertisements appear on the Swinburne recruitment website.

HEW 6 positions and below are advertised internally in the first instance, unless exempted by the Director, HR.

Date of Advertisement: _____ Closing Date: _____

Source of Advertisement

Internal advertisement only – for positions where only Swinburne staff may apply.

External – All advertisements will be placed on Unijobs and MyCareer (Academic positions will also be placed on SEEK).

<input type="checkbox"/> The Age (Saturday)	<input type="checkbox"/> Seek.com	<input type="checkbox"/> Progress Press
<input type="checkbox"/> The Australian (Wednesday)	<input type="checkbox"/> Koori Mail / National Indigenous Times	<input type="checkbox"/> Other – please specify:

Contact Name for enquiries about this position: _____ Ext: _____

Advertising Account Code: _____ 8251 (staff advertising - natural account code)

ADMINISTRATION

Higher Ed Only: I confirm that this appointment is consistent with the approved School Staffing Plan: Yes

AUTHORISATION – Approval by Two Levels of Authority is Required

Head of Management Department / School / Unit:

Print Name: _____ Signature: _____ Date: _____

Director / Executive Director / Dean (**Required for Academic Appointments**):

Print Name: _____ Signature _____ Date: _____

Vice-Chancellor / Deputy Vice-Chancellor / Vice President:

Print Name: _____ Signature _____ Date: _____

FOR FURTHER INFORMATION: HR Coordinator, see: <http://www.swin.edu.au/corporate/hr/contacts>

RETURN COMPLETED FORM TO HUMAN RESOURCES:

BY MAIL: HR Mail No. H14.

BY FACSIMILE. (9214) 8565 (Original to follow)

IN PERSON: Hawthorn, SPW Level 2