

REQUEST TO APPOINT

To approve an initial or subsequent offer of employment to a new or current employee. The appointee will be sent a letter that, upon acceptance, constitutes the contract of employment. Forward to HR, Mail 14 at least five working days before the appointment is due to commence and keep a copy for your records. For new employees attach resume, position description, certified copies of qualifications and visas (stating "True copy of original document", name, signature & date) and A7 Application for Employment (if position not advertised and new employee).

APPOINTEE DETAILS

Current Employee –Employee No _____ Title: (eg: Dr, Mr, Ms) _____

Surname: _____ Given Names: _____ DOB: _____

Address: _____ Suburb: _____ Postcode: _____

Australian Citizen Work Visa - Type: _____

Qualifications: Highest Qualification Achieved: _____ Awarding Institution: _____

POSITION INFORMATION

Appointment: External (new employee including current sessional staff)
 Internal – New Contract
 Internal Secondment - Temporary transfer with a right to revert to existing position upon expiry
(approval of relinquishing Unit Manager required below)
 Internal - Appointment to another position with no right to revert to current position
(please ensure that a release date has been negotiated with the current manager)
 TAFE sessional conversion as per clause 13 of the Multi-Business Agreement 2009 (MBA)

New Position Existing Position – Position No.: _____ (refer to EWSS)

Position Title: _____

Police Check Required: Yes No Working With Children Check Required: Yes No

Appointment Duration: Fixed Term Ongoing Probation Period (external only): _____
Start Date: _____ End Date (if fixed term): _____

Management Unit: _____

Division: _____ Campus: _____ Mail No: _____

Classification: _____ Increment Level: _____ Agreed Salary Yes No

Salary \$: _____ p.a

For Agreed salaries other than TAFE TEACHERS (for TAFE Teachers complete the A6 Agreed Rate form):
Is the Agreed salary subject to EBA (Academic and General Staff) increases? Yes No
Is the component of the agreed salary above the EBA entitlement superannuable? Yes No

Time Fraction: _____ If part time, attach P3. Roster Details Form.

Special Clauses in Contract: (ie. salary loading, relocation, immigration, AQF5 requirement)

Type of Contract: Performance based linked to targets and remuneration
 Performance based linked to targets Standard Swinburne contract

PAYROLL INFORMATION

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

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

Natural Ac Codes: – 7005, Salary & Oncosts Academic; 7020 Salary & Oncosts Non Academic; 7015, Salary & Oncosts Academic (Sessional)

Source of funding: Extraneous Recurrent Research Project Other *please specify*

Position has other positions reporting to it (team leader) for EWSS purposes

Person being replaced (if applicable):

Reason: Resignation Parental Leave Secondment Other *please specify*

Reports To - Name:

Position No:

FIXED TERM POSITIONS - please tick one or more of the following reasons for the fixed term appointment

Replacement employee – applicable for all staff (eg. replacing an employee going on parental leave)

Academic and General

- Specific task or project (list) – _____
- Funding for the position is external to the University New Organisational Area (max. 12 mths)
- Disestablishment Work Area (max. 24 mths) Pre-retirement contract (max. 5 years)
- Recent Professional Practise Required (max 2 yrs) Apprenticeship or Traineeship

Academics only

Research only (max. 5 yrs) Subsidiary to Studentship (must be enrolled student for period of contract)

TAFE Teachers

- Funding for the position has a specified end date and is not ongoing New or short term program area
- Reducing student numbers threaten the viability of the program area Current industry experience required for a limited term

ADVERTISING

- Request to Advertise (A1) was completed and the candidate was selected through a competitive process (attach recruitment paperwork)
- Contract extension (candidate was previously appointed through a competitive selection process for the position)
- Not advertised (total appointment period is less than 12 months)
- Not advertised (approval granted to waive advertising requirement in accordance with Appointments Policy)

Name of Selection Panel Members:

Selection Panel Chair _____ Member (print name) _____

Member (print name) _____ Member (print name) _____

SELECTION PANEL CHAIR / RECRUITING MANAGER TO COMPLETE (if applicable)

Required for new employees or current sessionals who have not been employed with Swinburne in the last 6 months.

have attached the following required documentation to this request to appoint:

- Online application for employment or A7 forms Resume Sighted copies of qualifications
- Certified copies of Birth Certificate / Passport and/or Citizenship certificate (if applicable)

If applicable: Police Check Working with Children Check Visa

Higher Ed. only: Appointment is consistent with the approved School Staffing Plan

Print Name:

Signature:

Date:

**DECLARATION & APPROVAL - Approval required by two levels of authority
DVC (Academic) approval also required for Academic Appointments**

Head of Department / School / Unit:

Print Name:

Signature:

Date:

Director / Executive Director / Dean:

Print Name:

Signature:

Date:

Deputy Vice-Chancellor (Academic) / Vice President or delegate : **(Required for Academic Appointments):**

Print Name:

Signature:

Date:

Vice-Chancellor: Print Name:

Signature:

Date:

Approval by Head of Management Unit relinquishing the appointee - temporary transfer with right to revert

Head of Management Unit

Date: