

APPLICANT TO COMPLETE DETAILS:

Employee Number: _____ Division/Office: _____

ACADEMIC / GENERAL (Delete whichever is not applicable)

Level: _____ Fraction: _____%

Title: _____ Family Name: _____

Other Names: _____

Date of Birth: ____ / ____ / ____

Current Position: _____ Current Salary: _____ p.a.

Date first occupied: ____ / ____ / ____

Date of proposed conversion to a pre-retirement contract: ____ / ____ / ____

Date of proposed end of pre-retirement contract: ____ / ____ / ____

Proposed negotiable options to be offered:

Proposed percentage to be worked (if applicable): _____ hours per week or _____ % fraction.

Proposed re-allocation of duties (if applicable):
(if insufficient space, please attach separate document or job description)

Proposed leave arrangements:

Recreation leave:

Long service leave:

Applicant: I have sought/will be seeking appropriate financial and superannuation advice. (Please contact HR to make an appointment with financial adviser.)

Signature of Applicant: _____ Date: ____ / ____ / ____

DIVISION/OFFICE USE ONLY:


Division/Office _____ Budget Code: **M** _ _ _ _

Justification attached including Workforce Plan? **YES / NO** (Delete whichever is not applicable)

Recommended: _____ Date: ____ / ____ / ____

Head of Division/Office or other HR Delegate Date: ____ / ____ / ____

Approved: _____ Date: ____ / ____ / ____
Deputy Vice-Chancellor (Academic or Administration)

Equal Employment Opportunity and No Smoking are University Policies	Human Resources@ 
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