POSITION REQUEST FORM (TO ESTABLISH OR VARY POSITIONS) **FORM 4.02a**

***ATTACH JOB DESCRIPTION FORM 5.05a OR b IF GENERAL STAFF POSITION**

Position Number: _____Title: _____

Start Date: ___/___/____ End Date: ____/____/_____ (Use 31/12/2049 for continuing positions)

School/Centre/Office _____ Budget Unit: _____

Position Status: Continuing ❒ Fixed-Term ❒ Casual ❒

Administrative Location: _____ Paypoint : _____

Building/Room Location: _____ Reports to Position No.: _____

If this is a change to an existing position state the reason for the change:

Does this position involve Shift Work? Yes ❒ No ❒

Source of Funding: *(tick)* Mixed Funding ❒ Non Recurrent ❒ Recurrent ❒

Work Function: *(tick)* Teaching & Research ❒ Research Only ❒ Teaching Only ❒

Other: *(tick)* Honorary Academic ❒ Exchange Scholar ❒ Pensioner ❒ Scholarship Holder ❒

Classification Level?: _____ Award: General ❒ Academic ❒

Fraction : 100% ❒ Other ❒: _____%

Standard Hours per fortnight (General Staff positions only): 70 hours ❒ Other ❒: _____

Account Name: _____ Account code: _ /_ _ / _ _ / _ _ _ /_ _ _ _____%

Account Name: _____ Account code: _ /_ _ / _ _ / _ _ _ /_ _ _ _____%

Head of School/Centre/Office: _____ Date ____/____/____

PERSONNEL OFFICE USE ONLY MACQUARIE UNIVERSITY 8 MAY 1997

Papers attached and correct: _____ ____/____/____

Classification recommended: _____ ____/____/____
(General staff only)

Approved: **Academic** DVC (Acad) _____ ____/____/____

General DVC (Admin) _____ ____/____/____

Processed/entered: _____(inits) ____/____/____Checked: _____(inits) ____/____/____