

**APPLICANT TO COMPLETE DETAILS:**

Have you ever been employed in the University?  No  Yes - Employee Number: \_\_\_\_\_

Are you currently employed in another position in the University?  No  Yes

If yes: Division/Office: \_\_\_\_\_

Academic  General Level: \_\_\_\_\_ Fraction: \_\_\_\_\_%

Family Name: \_\_\_\_\_ Title: \_\_\_\_\_ Gender:  Male  Female

Other Names: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Post code: \_\_\_\_\_ Phone (h): \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Post code: \_\_\_\_\_

(Your pay advice will be forwarded to your home address)

Are you a Permanent Resident?:  Yes  No

Citizenship:  Australia  New Zealand  Other - \* Attach a photocopy of visa from passport

Qualifications (show institution and year awarded): \_\_\_\_\_

Current **Tax** form  attached **OR**  already supplied this year and unchanged.

Current **Banking Authority** form  attached **OR**  already supplied this year and unchanged.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**DIVISION/OFFICE USE ONLY:**

*Office of the Registrar and Vice-Principal*

Budget Unit Code: **M**\_\_\_\_\_ **Z**

Period from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ **Account Number:** \_ \_ \_ \_ / \_ \_ \_ \_ / 219

Personnel Office Use Job No.	Position Number	Level	Salary Step	Hourly Rate	No. of Hours	Total
	42 C H 0 __ 0000			\$ .		\$ .
	42 C H 0 __ 0000			\$ .		\$ .
	42 C H 0 __ 0000			\$ .		\$ .
	42 C H 0 __ 0000			\$ .		\$ .
	42 C H 0 __ 0000			\$ .		\$ .

Recommended: \_\_\_\_\_ Recorded in Division/Office: \_\_\_\_\_ (inits)

**I hereby APPROVE and certify that this appointment is of a true casual nature and complies with the policy in Section 6.03 of the Handbook.**

\_\_\_\_\_  
Registrar or other Personnel Delegate

\_\_\_\_\_  
Date

**PERSONNEL OFFICE USE ONLY**



MACQUARIE UNIVERSITY 9 MAY 2001

Attachments correct: \_\_\_\_\_ (inits) \_\_\_/\_\_\_/\_\_\_

Processed/entered: \_\_\_\_\_ (inits) \_\_\_/\_\_\_/\_\_\_ Checked: \_\_\_\_\_ (inits) \_\_\_/\_\_\_/\_\_\_