

To be completed by all Staff Members requesting access to an individual position and authorised by the Hiring Manager and faxed to HR on 9850 9748.

**Position under advertisement**

Position Number: \_\_\_\_\_ Title: \_\_\_\_\_

**Staff Members requesting access to MORS to view applications**

I, the undersigned, request access to view applications for the position listed above and agree to the Conditions of Use listed below:

Name: \_\_\_\_\_ Ext: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Ext: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Ext: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Ext: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Ext: \_\_\_\_\_ Signature: \_\_\_\_\_

I authorise access for all staff members listed above \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Chair/Hiring Manager Date

**Conditions of Use:**

- I understand that the information I will have access to is confidential and must not be shared or divulged to any unauthorised person.
- I will use only those IT facilities for which I have been authorised.
- IT facilities may only be used for the purposes for which they have been provided and not be used for other projects, games 'hobby computing', private or consulting work.
- IT facilities must not be wasted or consumed by inappropriate or irresponsible use.
- I must not attempt to tamper with any IT facility in any way which might alter or impede its use by others.
- I must not harass others, including using computing facilities to send obscene, abusive, fraudulent, threatening or unnecessarily repetitive messages.
- I will take every reasonable precaution to ensure that passwords, accounts and data are adequately secured.
- Any computer account allocated to me is for my exclusive use. I will not allow another person to see it.

**HR USE ONLY**

MORS accounts created: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Equal Employment Opportunity and No Smoking are University Policies**

**Human Resources@**



Source: Human Resources  
Form 7.05c

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