

## PRE-RETIREMENT CONTRACT APPLICATION FORM

### APPLICANT TO COMPLETE DETAILS:

Employee Number: \_\_\_\_\_ Faculty/Office: \_\_\_\_\_  
Family Name: \_\_\_\_\_ Other Names: \_\_\_\_\_  
Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Level: \_\_\_\_ Fraction: \_\_\_\_ % ☐ Academic ☐ Professional  
Current Position: \_\_\_\_\_ Current Salary: \$ \_\_\_\_\_ p.a.  
Date position first occupied: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of proposed conversion to a pre-retirement contract: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date of proposed end of pre-retirement contract: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Proposed percentage to be worked (if applicable): \_\_\_\_ hours per week or \_\_\_\_ % fraction  
Proposed negotiable options to be offered:

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

Proposed leave arrangements:

☐ Annual 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### FACULTY/OFFICE USE ONLY:

Justification attached including Workforce Plan? ☐ Yes ☐ No Budget Code: \_ \_ \_ \_  
Recommended (Supervisor): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Recommended (Head of Faculty/Office/HR Delegate): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Approved (Deputy Vice Chancellor and Provost): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_