

# EXAM SUPERVISORS APPOINTMENT FORM

**APPLICANT TO COMPLETE DETAILS:**

Have you ever been employed at the University?  No  Yes - Employee number: \_\_\_\_\_

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

If yes: Faculty/Office: \_\_\_\_\_  Academic  Professional Level: \_\_\_ Fraction: \_\_\_%

Family Name: \_\_\_\_\_ Other Names: \_\_\_\_\_

Title: \_\_\_\_\_ Gender:  Male  Female Date of Birth: \_\_\_/\_\_\_/\_\_\_ Phone (h): \_\_\_\_\_

Home Address: \_\_\_\_\_ State: \_\_\_\_\_ Post code: \_\_\_\_\_

Postal Address: \_\_\_\_\_ State: \_\_\_\_\_ Post code: \_\_\_\_\_

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.

Email address (for payslips and Payment Summaries): \_\_\_\_\_

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

**FACULTY/OFFICE USE ONLY:**

Office of the Registrar and Vice-Principal **OR**  MGSM Budget Unit Code: \_ \_ \_ \_

May be employed during period: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Account Number: \_ \_ \_ \_ \_ \_ \_ \_

HR Use Only Job No.	Position Number	Level	Salary Step	Hourly Rate	No. of Hours	Total
		<b>1</b>		\$ .		\$ .
		<b>2</b>		\$ .		\$ .
		<b>3</b>		\$ .		\$ .
		<b>4</b>		\$ .		\$ .
		<b>5</b>		\$ .		\$ .

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

**I hereby APPROVE and certify that this appointment is of a true casual nature and complies with the policy on Casual Appointments.**

\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Head of Faculty/Office or other Human Resources Delegate**

**HR USE ONLY:**

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

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