

MASTER TEACHERS APPOINTMENT FORM

To be used for a 'one-off' payment to a Master Teacher. It replaces standard Application, CV and Timesheet Forms, provides minimal personal details, and need not be completed by the person.

DETAILS OF APPOINTEE:

Previously employed by the University? No Yes - Employee number: _____

Family Name: _____ Other Names: _____

Title: _____ Gender: Male Female Date of Birth: ___/___/___ Phone (h): _____

Home Address: _____ State: _____ Post code: _____

Postal Address: _____ State: _____ Post code: _____

Is the person a Permanent Resident?: Yes No

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

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: _____

PAYMENT DETAILS:

School of Education

OR

Institute of Early Childhood

Budget Unit Code: **3031**

Budget Unit Code: **3051**

Position No.: **3031MASTRO**

Position No.: **3051MASTRO**

Position Title: **Master Teacher**

Position Title: **Master Teacher**

Work performed during the period from: ___/___/___ to ___/___/___

MAS01 \$. X _____ = \$. MAS04 \$. X _____ = \$.

MAS02 \$. X _____ = \$. MAS05 \$. X _____ = \$.

MAS03 \$. X _____ = \$. MAS06 \$. X _____ = \$.

Account Name: _____ Account Number: _ _ _ _ _

I hereby **APPROVE** and certify that this appointment meets the normal University standards for appointment.

_____ Date: ___/___/___

Head of Faculty/Office or other Human Resources Delegate

HR USE ONLY:

Attachments correct: _____ (inits) ___/___/___

Processed/entered: _____ (inits) ___/___/___ Checked: _____ (inits) ___/___/___