



**HUMAN RESOURCES
COMMENCEMENT OF NON-UNIVERSITY STAFF**

Fields marked with an * are mandatory fields within the applicable section. Where these fields are not completed, the form will be sent back to the person outlined in Section 3 below.

Please note: The appointment of a Non-University Staff member can only be for a maximum of **1 year at a time**.

This form is required for access to facilities within the University (specifically IT related systems access), and should be completed by the non-university personnel and should be signed by the Head of School/Admin. dept. or an authorised signatory. Please return this completed form to your relevant HR Recruitment personnel member, M350.

APPOINTMENT TYPE

New Appointment (Sections 1B, 2 & 3) Renewal of Appointment (Sections 1A & 3)

SECTION 1A - APPOINTEE DETAILS (Appointee to complete)

Staff No. *Family name

*Appointment end date **Please note:** Renewal will start the day after the previous end date and can only be set up for 1 year at a time.

SECTION 1B - APPOINTEE DETAILS (Appointee to complete)

*Title *Family name

*First names

Preferred first name

*Gender Business tel. no. Home tel. no.

*Home/Business Address Postcode

*Date of Birth (dd/mm/yy) (please provide documentary proof personally to HR Services)

Appointment *from (dd/mm/yy) *to (dd/mm/yy) **Please note:** End date must not be more than one year after Start Date.

*Contractor/Visitor's signature Date (dd/mm/yy)

SECTION 2 - SPONSORSHIP DETAILS

*Job Title

*Work Location
(School/Admin dept)

*UWA Sponsor Name
(Name of UWA staff engaging this person)

*Mailbag UWA Sponsor Employee Number

UWA Sponsor/Contact Persons Email Address

SECTION 3 - HEAD OF SCHOOL/DIRECTOR (ADMIN)

Name (please print) Date (dd/mm/yy)

Signature of Head of School/Director (Admin)

SECTION 4 - HR SERVICES USE ONLY (M350)

ALESCO Updated Employee number emailed to UWA Sponsor/Contact

Date (dd/mm/yy)