



**HUMAN RESOURCES  
HOME BASED WORK APPLICATION**

**SECTION 1 - APPLICANT DETAILS**

Employee Name  Employee No.   
Position  School/section   
University Contact Phone  Mobile   
Email   
Home Office Address   
Home Office Phone  Mobile   
Email

**SECTION 2 - HOME BASED WORK ARRANGEMENT DETAILS**

The Home Based Work arrangement is usually based on a 12 month period and should be reviewed annually.  
See the Policy at: <http://www.hr.uwa.edu.au/policies/policies/equity/home-based>

Start date of arrangement  (dd/mm/yy) End date of arrangement  (dd/mm/yy)  
Review date of arrangement  (dd/mm/yy)  
Hours worked at home-based worksite  Hours worked at University worksite   
Total hours of work per week

Please specify below hours worked at each worksite:

Day	M	T	W	Th	F	S	Su	M	T	W	Th	Pay Day	F	S	Su
Home															
University															

**SECTION 3 - ESSENTIAL DOCUMENTATION**

Please attach the following documentation to this application form:

- Details of work to be performed at home-based work site ([Attachment A](#))
- Asset/equipment list included ([Attachment B](#))
- Home based work OSH checklist ([Attachment C](#))

**SECTION 4 - DECLARATION & AUTHORISATIONS**

I have read and understood the conditions set out in this Home Based Work Agreement. I indicate my acceptance of the terms of this agreement by signing below.

Employee's signature  Date  (dd/mm/yy)  
Name (please print)   
Signature of Approved Delegate   
(Refer [University Delegations](#))  
Name (please print)   
Position  Date  (dd/mm/yy)  
Phone  Email