



**HUMAN RESOURCES**  
**APPLICATION FOR CONVERSION FROM CASUAL TO FIXED TERM OR ONGOING**

To be eligible for conversion you must have been employed regularly and systematically in the same or a similar and identically classified position in the same school or administrative department.

Employee Number  Name

Under the conditions of [Schedule G](#) of the General Staff Agreement and University Policy I am seeking conversion of my casual appointment in the School of/Administrative Department of  to fixed term/ongoing.

I am applying for conversion under the following condition *(please tick appropriate box)*:

- The average hours I worked over the immediately preceding 12 months equated to at least 18.75 hours per week
- The average hours I worked over the immediately preceding 24 months equated to at least 18.75 hours per week

Signature of Employee  Date (dd/mm/yy)

Name of Employee

**TO BE COMPLETED BY HEAD OF SCHOOL**

I accept this application on the basis that criteria are met and that the position fits operational requirements

Position Title  Level/Step

Position Description Classified – Trim Reference No.  Contact Classifications on 1239 for assistance

Position Number

FTE  Date From (dd/mm/yy)  Date To (dd/mm/yy)

Reason for Fixed Term Contract

**Funding**

BU  PG  Account  %

BU  PG  Account  %

I reject this application on the basis that criteria are not met and that the position does not fit operational requirements

Reasons for Rejecting Application *(refer to [Schedule G](#), Section 3 Refusal to Convert of the General Staff Agreement and Policy)*

Signature of Head of School/Director  Date (dd/mm/yy)

Name of Head of School/Director