THE UNIVERSITY OF WESTERN AUSTRALIA

HUMAN RESOURCES
RECOGNITION OF PRIOR SERVICE

If you are accepting an appointment at The University of Western Australia, you may be entitled to recognition of prior service for leave purposes. Applications must be submitted to Human Resources **within one month of commencing**. Refer to the Recognition of Prior Service Policy for more information.

SECTION 1 – PERSONAL DETAILS

UWA Employee Number ☐☐☐☐☐☐☐☐ Family name

First Names

School/Admin Dept. Ext No.

SECTION 2 – REQUEST FOR PRIOR SERVICE TO BE RECOGNISED

I certify that immediately prior to my appointment at The University of Western Australia, I was employed by:

- ☐ an Australian public university
- ☐ The University Club of Western Australia
- ☐ Western Australian Public Service
- ☐ Commonwealth/State/Territory public service – **must be negotiated with and endorsed by UWA Approved Delegate prior to sending to Human Resources**

I would like to have the following leave recognised:

- ☐ Pro-rata Long Service Leave
- ☐ Personal (including sick and carer's) Leave

SECTION 3 – PREVIOUS EMPLOYMENT DETAILS

Name of Previous Employer

Previous Employee/Payroll Number ☐☐☐☐☐☐☐☐

Name of a suitable contact person in the relevant Human Resources area (at previous employer)

Address, phone number and email address of contact person listed above

Employee Signature Date *(dd/mm/yy)*

Employee Name *(please print)*

Please forward this form to your UWA supervisor/Approved Delegate for them to note and/or approve:

I **approve** the above request for recognition of prior service.

Signature of Approved Delegate *(Supervisor)* Date *(dd/mm/yy)* Ext

Name of Approved Delegate *(please print)*