THE UNIVERSITY OF WESTERN AUSTRALIA

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 ☐