



**HUMAN RESOURCES
COMMENCEMENT OF APPOINTMENT**

Completion of this form authorises Human Resources to commence salary payments to new appointees and ensures that personal details are correct.

This form should be completed by the new staff member on the first day of work and should be signed by the Head of School/Admin. dept. or an authorised signatory.

SECTION 1 - APPOINTEE DETAILS (Appointee to complete)

Employee number Title Family name

First names DOB (dd/mm/yy)

Gender Office tel. no. Home tel. no.

Address
 P/code

Have you received your:

- a) Tax File Number Declaration form Yes No
- b) Authorisation for Salary Transfer form Yes No

Date commenced duty (dd/mm/yy)

Appointee's signature Date (dd/mm/yy)

Appointee's name (please print)

SECTION 2 - CONFIRMATION BY SCHOOL/ADMIN DEPT

School/Admin dept

Commencement confirmed by:

Name (please print) Signature of Approved Delegate (See HR Delegations) Date (dd/mm/yy)

SECTION 3 - NOTIFICATION TO THE COMMUNICATION SERVICES EXCHANGE

**Please complete the section below and forward it to:
University Switchboard
M020**

**To University Switchboard
M020**

Family name

Title

First names

Tel.

School/Admin dept

Email

Position title